



COTTONS FARM PRIMARY ACADEMY



PROSPECTUS

2018–2019

“We are committed to working together to inspire a lifelong love of learning for everyone in our community.”



Welcome to Cottons Farm Primary Academy

Cottons Farm Primary Academy is part of the Harmony Multi-Academy Trust.

I am very proud to be the Principal of our academy! We have children from a wide range of cultural, religious and social backgrounds, supportive families and highly committed and talented staff and governors. Everyone at Cottons Farm Primary Academy is passionate about education and about helping children love their learning. Visitors to our academy talk of the delightful atmosphere, positive attitudes and vision for the children's future.

All the staff at Cottons Farm Primary Academy are committed to providing high quality education for all children. The education and care of the children at our school is based on high expectations and we continually work to raise standards. Pupils will develop lifelong skills to use in an ever changing world and understand that working together in an honest and respectful partnership is the way forward.

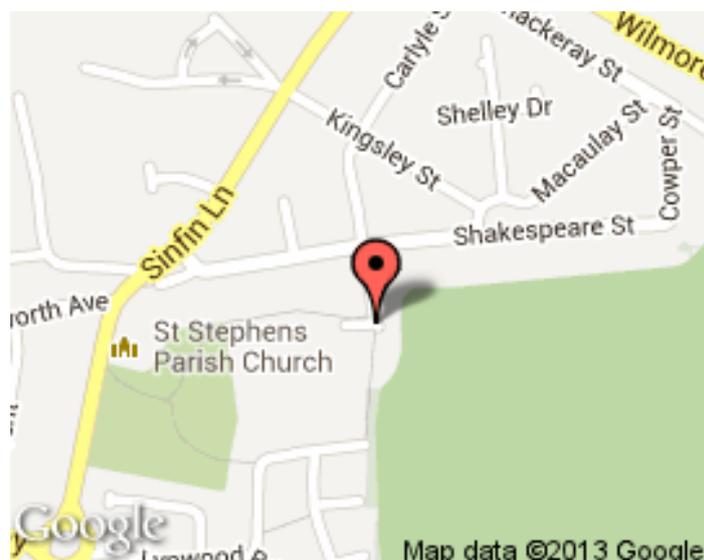
The individual child is important to us and we aim for each child to reach their full potential through a broad, exciting, challenging and skills based curriculum. Our curriculum enables our children to develop academically and creatively, enabling all learners to acquire key skills and knowledge that will equip them for life. We are proud of the behaviour of our children and constantly receive positive feedback from members of the community.

We welcome the views of all stakeholders. We have an active Parent Forum who meet regularly. The staff and I are willing to discuss any aspect of your child's development so please feel free to make an appointment through the school office.

I have every confidence that Cottons Farm Primary Academy as part of the Harmony Multi-Academy Trust will continue to go from strength to strength through working together.

Tom Stockwell
Principal

Where are we?



Contact details

Cottons Farm Primary Academy

Sheridan Street
Sinfin
Derby, DE24 9HG
Telephone: (01332) 771370
E-mail: admin@cottonsfarm.derby.sch.uk
Website: www.ashcroftandcottonsfarm.co.uk

A Brief Description of Cottons Farm Primary Academy

Cottons Farm Primary Academy is a newly-converted Academy for children aged three to eleven. It is part of the Harmony Trust Derby Hub, providing a successful partnership with 6 other local academies.

The school was originally opened in 1934 as Sinfin School. In 2005 the school was re-built on the original site as one of the first five Derby Private Finance Initiative schools (PFI). The school was re-named Cottons Farm Primary in April 2013. The new modern building provides the following accommodation: an early years unit, five general classrooms, a school hall, a library, group rooms, school offices and a servery kitchen. Externally the school is served by an early years play area, a school playground with extensive equipment, a school field, a games court and a wildlife area.

The school's capacity is 140 primary pupil places plus 26 full time equivalent nursery places.

We have close links with local primary and secondary schools and community organisations. We also have regular links with Rolls Royce and other local businesses, who provide support with areas of the curriculum.

Cottons Farm Primary Academy Mission Statement

We wish to create a culture of learning, where children are happy, enthusiastic, motivated and ambitious.

We encourage mutual respect, support and collaboration between all adults and children, both within the academy and the wider community.

We believe that it is important to provide a secure, caring and stimulating environment for all our children, thereby promoting a sense of pride in our academy.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/academy agreement.

Our Mission is for all children to:

'Believe, Achieve and Succeed'

Our Vision is to provide the best opportunities for **'SMART CHILDREN'** who are:

Supported and safe

Motivated

Aspirational and achievers

Ready to learn

Trusting and tolerant

Confident, challenged and creative

Happy and healthy

Innovative, inspired individuals

Leaders who are listened to

Determined in our diverse community

Respectful and responsible

Enjoy learning

Nurtured

Who will help your child at Cottons Farm?

Mr T Stockwell

I am the Principal of the Academy . I am responsible for child protection and monitor provision throughout the academy. I also keep track of all the progress that children make

Mrs J Hackett & Mrs P Syed

Mrs Hackett is the Office Manager and Mrs Syed is the Administrator. They are usually the first people you come into contact with when you either visit or telephone the academy and they are based in the main office. They can help with any queries you may have and will ensure you have a warm welcome.

Mrs K Gaskill

I am the Inclusion Manager. I provide support and advice to families to enable them to help their children in all aspects of academy life. My door is always open to pupils and parents who may have any concerns.

Our Academy Staff

Senior Leadership Team

Mr T Stockwell – Principal of Academy
Mrs H Hadfield – Assistant Principal of Academy

Teaching Staff

Mrs S Koops
Ms A Harbinson
Mrs K Moloney
Ms S Mitchell
Ms J Harrison
Mrs H Hadfield
Mr C Findlater

Teaching Support Staff

Mrs J Quilter
Miss J Lambert
Miss J Underwood
Miss B Dyer
Miss S Khalid
Miss M Taylor

Caretaker/Cleaning Staff

Mrs A Rafferty
Miss J Turner
Mrs L Rodgers

Administrative Staff

Miss L Childe – Business Manager
Mrs J Hackett – Office Manager
Mrs P Syed – Office Administrator
Mrs K Gaskill – Inclusion Manager

Catering Staff

Mrs A Baker
Mrs S Wheatley

Midday Supervisors

Mrs L Wright
Ms R Hall
Miss R Barratt

Advice and Information for Parents

Academic terms and holiday dates 2018/19

Autumn 2018

Thursday 6 September 2018 – Friday 26 October 2018
Monday 5 November 2018 – Friday 21 December 2018

Spring 2019

Monday 7 January 2019 – Friday 15 February 2019
Monday 25 February 2019 – Friday 12 April 2019

Summer 2019

Monday 29 April 2019 – Friday 24 May 2019
Monday 3 June 2019 – Thursday 25 July 2019

Cottons Farm will be closed to pupils for the bank holiday on Monday 6 May 2019.
We will also be closed for INSET training on:

Thursday 6 September 2018
Friday 7 September 2018
Monday 5 November 2018
Monday 29 April 2019
Friday 24 May 2019

The Academic Day

Session Times

	Start	End
Foundation Stage 2 (Reception)	8:55 am	11:45 am
	1:00 pm	3:10 pm
Key Stage 1 (Years 1 & 2)	8:55 am	12:00 noon
	1:00 pm	3:20 pm
Key Stage 2 (Years 3 to 6)	8:55 am	12:15 pm
	1:15 pm	3:20 pm

We begin at 8:55am prompt. We ask that children be in the playground by 8:45am. A member of staff is on duty on the yard and the gate opens from 8.45am when children can go straight round to the playground and into their classrooms.

Lunch times are staggered from 11:45 to 1:15pm. All pupils have at least an hour-long break at lunch time. There is a morning break of 20 minutes for all classes, and an afternoon break for Key Stage 1 of 10 minutes.

The day finishes at 3:20pm for KS1 & KS2. When meeting your child at the end of the day please wait at the 'meet and greet' area at the front of the building. Class teachers will bring children out to meet you. Children in Year 6 are allowed to go home on their own (at our discretion), but they are not allowed to take younger siblings home with them.

The Academy Curriculum

A child's primary education spans across three stages:

EYFS	ages 3 to 5	Early Years Foundation Stage
Key Stage 1	ages 5 to 7	Years 1 and 2
Key Stage 2	ages 7 to 11	Years 3, 4, 5 and 6

All classes use a mixture of teaching styles and techniques during the week in a variety of groupings – whole class, ability groups, mixed ability groups, paired working.

Children are taught daily lessons of English (Literacy) and Maths (Numeracy), where the level of work is tailored to individual ability. A broad and balanced curriculum is planned and taught in a happy and stimulating environment in accordance with National requirements.

Independence and collaborative skills are encouraged in all year groups and Computing is readily used and embedded across the whole curriculum.

All curriculum policies are available for parents to view (please ask at the office for details). The academy combines a variety of published national schemes together with its own Creative Curriculum to provide a broad and balanced curriculum for quality learning and teaching.

There are four Core subjects in the National Curriculum which are:

- English
- Mathematics
- Science
- Computing

These four Core subjects are integrated into the curriculum along with the seven Foundation subjects of:

- Art and Design
- Design and Technology
- Geography
- History
- Music
- Personal, Social and Health Education and Citizenship
- Physical Education

We also teach Religious Education as part of our statutory duties and Sex and Relationships Education.

Admissions

The planned admissions number for our reception age group for the academic year 2018/19 is up to a maximum of 20. Applications for admission to Cottons Farm Primary in 2018/19 will be coordinated by Derby City Council Primary Admissions service. Applications for Cottons Farm Primary Academy should be made online at <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>. The Primary School Admissions team can be contacted via primary.admissions@derby.gov.uk or by phone on 01332 642728.

If the number of requests for places exceeds the standard admission number, parents have the right of appeal against any refusal to admit.

Nursery Admissions

Children are admitted to nursery from the term after they turn 3 years old. All 3 and 4 year olds are eligible for 15 hours free funded nursery entitlement. There are a limited number of 30 hour places available. If you wish to apply for a place in our nursery contact the school directly. Nursery places are in demand and we have a waiting list therefore we advise that you register your child for nursery on his/her first birthday.

Assessment and Tests

As children move through the academy, their progress will be measured against clear objectives. This will show how much they know and what they can do. Targets will be set in order to continue their improvement. Children's progress will be measured using teacher assessment and tests administered termly to all children. National tests will be given to pupils in Year 2 and Year 6 and Phonics Screening for Year 1.

Attendance

Absences

If you know that your child is going to be absent e.g. dental, hospital or clinic appointments please let the office staff know in advance and provide an appointment card. Please make every effort to book appointments after the school day ends or during the school holidays. Children are expected to attend every day unless there is a good reason not to. For an illness or unforeseen absence, please phone to let us know the reason for absence as soon as possible. Messages from siblings or other pupils are not acceptable.

Unauthorised Absences

These are absences for which we do not receive a written explanation, or days for which there is not an adequate excuse. If we have not heard from a parent / carer with an explanation for an unexplained absence, we will send a text message which will be followed up by a phone call to all provided contact numbers. If we have still

not obtained a response, we will conduct a home visit which may lead to intervention from the Education Welfare Officer, or the Police as a last resort if we have serious concerns about a child's whereabouts. This procedure is to ensure that we know where your child is and that you are all safe.

We are required by the Government to monitor all absences and do so every week. If your child is absent, then they miss valuable lessons. An average of one day missed each week adds up to one whole year of education missed in four years! PLEASE help us to educate your child by ensuring they attend every day.

Punctuality

We also monitor the punctuality of pupils. If your child is late arriving, you must bring him/her into the building via the main office where you will be asked to complete a 'late' slip.

Our Inclusion Manager works closely with the Local Authority Education Welfare Officer to improve levels of attendance and punctuality.

Leave of Absence

Please do not plan family holidays during the term time. Children have 13 weeks holiday every year. This is plenty of time to go on holiday and visit family. In our continuing drive to raise standards, the Governors have agreed that the academy will no longer be able to grant pupil leave in term time. This is in line with local authority guidance and parents should expect to receive a penalty notice if the pupils are absent for an unauthorised holiday.

Any requests for Leave of Absence must be provided on a form available from the main office, completed and returned to us at least four weeks before the start of the absence.

Children are not allowed to leave the premises by themselves during the day without written consent. Where children go home for lunch it is important that they do not come back more than a few minutes before the afternoon session begins at 1pm or 1:15pm.

Behaviour

Cottons Farm Primary Academy has a well-structured behaviour policy. We would hope that good discipline happens through positive teaching, examples of desirable moral and social values, the involvement of the children and the support and co-operation of parents. We aim to encourage children to be self-disciplined and co-operative members of society and to encourage such values as kindness, consideration, helpfulness, honesty, and the worthwhile values of a caring society. We try to teach children to recognise acceptable and unacceptable modes of behaviour and react accordingly.



Behaviour Rewards System

We promote an ethos where children's learning is a reward in itself so the children are not only driven by external praise. However, there are times we would like to celebrate their successes, therefore we use many reward strategies in school, for example:

- A smile – the most common reward to recognise that the child is making the right choices.
- Verbal praise – public recognition for correct behaviour choices/or good work.
- Written feedback in books – comments made for super work.
- Stickers - these may be distributed either for good work or behaviour.
- Good work – this can be shown to the class, another class, another adult in school or copied to send home
- Dojos, Notes or texts can be sent home to inform parents of good work/behaviour
- Each week children from each class are chosen for awards in our Celebration Assembly, where they receive certificates for effort and good behaviour.

Our academy golden rules are:

- We are gentle – we don't hurt others
- We are kind and helpful – we don't hurt anybody's feelings
- We listen – we don't interrupt
- We are honest – we don't cover up the truth
- We work hard – we don't waste our own or others' time
- We look after property – we don't waste or damage things

Breakfast Club

We offer a breakfast club at 8.00am every morning at a small cost. Please speak with the Office staff if you would like your child to attend.

Child Protection

All staff have a legal duty to safeguard children's welfare. Parents should be aware that the academy is required to take any reasonable action to ensure the safety of its pupils. In cases where the academy has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Designated Safeguarding Lead is obliged to follow the Child Protection procedures established by the Derby Safeguarding Children's Board and inform Social Services of the concern.

Communication

We try to keep parents informed about our part in their child's education. All parents will receive an annual written report on their child's progress in July. You may consult teachers whenever you want further information or advice. From time to time we also hold evenings to explain new academy procedures, curriculum approaches or policy changes as well as parent/teacher meetings to discuss your child's progress.

We will keep you updated in the following ways:

- Website - www.ashcroftandcottonsfarm.co.uk
- Twitter - <https://twitter.com/cottonsfarmsch>
- Class Dojo
- Text Messaging
- Newsletter
- Noticeboard
- Letters

Complaints

If parents have a concern during their child's time at Cottons Farm, they should raise it with the class teacher or the main office initially. It is expected the majority of questions and anxieties can be dealt with in this way.

However, if complaints cannot be resolved, a meeting can be arranged with the Principal or Head of Academy. If the complaint remains unresolved a formal procedure involving the Governors can be invoked, a copy of our Complaints Procedure can be obtained from the academy.

Data Protection

Cottons Farm Primary is a data controller for the purposes of the General Data Protection Regulations. We collect information from you and may receive information about you/your child from any previous school/academy. We hold this personal data and use it to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- ensure a duty of care with regard to safeguarding
- assess the quality of our services and how well our academy is doing

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you/your child to anyone outside the academy without your consent unless the law allows us to do so.

We are required by law to pass some information about you/your child to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Miss L Childe, Business Manager.

Educational Visits



Visits to places of educational interest form an integral part of the curriculum.

We ask parents for voluntary contributions to support our academy trips. Each class will normally organise a day trip in the summer term. Please budget accordingly to help us to offer pupils these opportunities.

We may need parent volunteers to help on educational visits, if so this will be included in the trip letter and may be subject to a DBS check.

Key Stage 2 pupils will be offered the opportunity to go on a 3-day residential costing approximately £80.

Emergency Contact

In the case of illness or accident, it is essential that we have a telephone number and address where parents can be contacted quickly. We need to have at least two emergency telephone numbers. You will be given a form to fill in to supply this information. If you change address or place of employment, please let us know immediately.

Equality of Opportunity

We aim to be a community where everyone is treated fairly and with respect. We want everyone to reach their potential, and we recognise that for some pupils, extra support is needed to help them to achieve and be successful.

We take our legal duties on equality seriously. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations

We are required to publish equality information as well as equality objectives, which show how we plan to reduce or remove particular inequalities or disadvantages. This document is reviewed and updated annually.

Extra-curricular activities

There are a number of lunchtime and after-school clubs that children are encouraged to take part in. Some clubs may make a small weekly charge.



Healthy Eating

We encourage pupils to eat healthily by offering the following during the day:

- a healthy choice of hot or cold midday meal
- healthy tuck shop offering fruit at mid-morning break (10p per piece)
- one piece of free fruit each day for pupils from FS1 to Year 2 (National Fruit Scheme).

We do not permit any cakes to be brought in to be shared in class for children's birthdays. However, birthday sweets may be shared at the end of the day for children to take home. Please note that Cottons Farm is not a nut-free environment as we believe this can lead to a false sense of security and we prefer that children and staff remain vigilant at all times. Our aim is to keep the school as a controlled allergy zone.

Homework

The academy has a homework policy that is available on our website. It describes the type and amount of homework your child will bring home throughout their time at Cottons Farm. We would particularly ask parents to hear their child read regularly no matter what age your child is. In the subject pages on our website, there are useful links to software which will support your child at home.

Jewellery and Valuables

Jewellery should not be worn at Cottons Farm. If your child has pierced ears then small, plain studs can be worn, but must be removed for PE. If your child cannot remove his/her own earrings, then please do not allow your child to wear them on PE days. We do not expect any children to bring valuable items with them. All items brought in are at their own risk. No mobile phones or electronic devices are allowed at Cottons Farm.

Lunchtime Meals and Pupil Premium Funding

Meals at Cottons Farm are cooked in a local school and transported and served here in the Hall. The meals consist of a good choice of freshly cooked hot and cold meals. Menus are available from the main office and the cost of a dinner is £2.20 per day.

Children in Key Stage 2 (Years 3 to 6) should bring their dinner money on a Monday for the whole week, in an envelope with their name, class and amount on it. Alternatively, children in KS2 can bring a healthy packed lunch which must contain items that provide a balanced diet. Chocolate and crisps are strongly discouraged.

From September 2014 all Key Stage 1 children (FS2, Y1 and Y2) will be entitled to receive a **free** lunch through the introduction of the government's universal infant free school meals policy. Children in these year groups are not permitted to bring a packed lunch from home as a packed lunch option with a choice of healthy sandwiches is available through our kitchen. Pupils in Key Stage 1 who do not wish to take up a free meal may go home for lunch, although this is not encouraged due to them missing out on valuable social interaction at lunchtime.

The academy receives Pupil Premium funding for children whose joint family income is less than £16,190 or whose family are in receipt of certain benefits. If you qualify for the funding your children will be entitled to free meals when they are in KS2 **and**

this will also ensure that the academy receives additional funding to support your child with his/her education.

If you think that you may qualify for free meals, please ask for an application form and return it to the main office. **Pupil premium funding is extremely important to the academy as the funding ensures that we can offer the best education for your child.**

If your circumstances change and you are no longer eligible for Free School Meals, your child will still benefit from pupil premium funding allocated to his/her academy.

Medicine

Medicines can be extremely dangerous, so we do not allow children to bring medicines of any description into Cottons Farm. We follow the Derby City LA guidelines and Code of Practice that informs us that most forms of medication can be prescribed to avoid doses during teaching hours. As a general rule, academy staff do not administer medication during the day.

If your child is recovering from a short-term illness and is undergoing or completing a course of treatment using prescribed medicines, parents may arrange with the office staff to come onto site at the appropriate time to administer medication to their child. If you are unable to come in, a 'consent' form will need to be completed.

Please keep the office staff up to date with changes to medical needs. If a child is suffering from a chronic illness or allergy, you must speak with the office staff regarding the administration of his/her medication.

The exception to this is for the treatment of asthma, where children need to self-administer a 'relieving only' inhaler. A consent form for this needs to be completed, but the inhaler will be stored safely with the class teacher so that immediate access is available when necessary. It is parent's responsibility to ensure that the inhaler is in date.

Parents / Carers of children with a medical condition will be asked to meet with office staff to complete a healthcare plan and other relevant paperwork so that we can understand your child's needs and provide the care they require.

Parental Involvement

We hope that you, as parents, will find the academy a welcoming and supportive place. Parents and teachers are partners in the education of a child and we wish to actively involve parents in this process. Our priority is to ensure parents understand what is being taught in class and how their children are coping.

We have a Home-Academy Agreement, which was drawn up after consultation with parents. In this agreement, the academy and family make a commitment to their child's education. We invite all parents to sign the agreement when their child is first admitted to Cottons Farm.

Parents are invited to volunteer to assist within the academy; in whatever capacity they feel they are able to help. Throughout the year we also run a number of fund raising events. If any parents would like to help with these events, please speak to the office staff.

We also hold a termly Parent's Forum where parents are invited to discuss issues surrounding any areas for improvement.

Policies

Our academy policies are available via the main office for inspection, or from our academy website. Please contact the office staff for further information.

Religious education and collective worship

At Cottons Farm Primary Academy, we have regular acts of collective worship. Religious Education is multi-faith following the Derbyshire Agreed Syllabus. Parents have a right to withdraw their children from both these activities.

Uniform and P.E. Kit

Our academy uniform consists of royal blue **Cottons Farm logo** cardigans/sweatshirts, white polo shirts or white blouse/shirt, black or grey trousers/skirts/pinafore dresses and white grey or black socks/tights. In the summer girls may wear blue and white dresses. All children must wear appropriate smart black shoes, not trainers, boots or sandals.

PE kits consist of black shorts and white t-shirt. Trainers are required for outdoor P.E. Plain black track suits may be worn for outdoor P.E. during colder weather. P.E. kits should be stored in a draw string bag. All coats and pump bags should have loops to hang on coat pegs. Children will need to bring a Cottons Farm blue book bag with them every day (no rucksacks). We do not allow large bags as space is very limited.

It is a priority to **NAME EVERYTHING**.

Cardigans, sweatshirts and Book bags are available from the main office. Please see Mrs Mills or Mr Heer for a price list.

Deciding if this is the place for you and your child

Any Parent wishing to visit the academy prior to deciding whether to make an application for admission can do so by arranging an appointment on 01332 771370.

The Staff are always happy to give prospective parents a guided tour of the academy.



Conclusion

Cottons Farm is a happy, friendly place. We try to create a pleasant atmosphere where children will want to come, and where learning can be an enjoyable experience. Please help us achieve this by encouraging you own child to enjoy coming here, and make learning a lasting pleasure.

and finally...

No booklet could ever hope to cover all aspects of your child's time in our care. The academy prospectus is not meant to be a substitute for personal contact with us. Please do not hesitate to approach the academy if you need any further information.

This prospectus contains information for parents considering admissions for the year 2018/19.

NOTE: Although the information contained in this booklet was correct at time of printing, it should not be assumed there would be no change affecting the information before, during or after the year in question

*Visitors are always welcome at Cottons Farm
Primary Academy - please telephone for an
appointment.*

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