

# Cottons Farm Primary Academy



*IF YOU BELIEVE IT, YOU CAN  
ACHIEVE IT*

## Prospectus 2022-2023

# Welcome to CFPA

I am very proud to be the Principal of CFPA. Along with the Harmony Multi-Academy Trust, we are committed to providing high quality education for all children. We are constantly striving to raise standards for both ourselves and our pupils to ensure they leave CFPA at the age of 11 ready for the next stage of their education.

We are proud to serve a diverse community with pupils from over 10 different countries.

As a Harmony Trust school, each child will take part in 'The Harmony Pledge'. This aims to ensure that every child achieves their academic potential by broadening their experiences and aspirations. We hope to inspire our pupils to become lifelong learners where they can **BELIEVE, ACHIEVE and SUCCEED.**

Here is our ten point Harmony Pledge:

1. To take responsibility for my own **safety, health and well-being**
2. To engage in **fundraising and charitable events**
3. To take part in a **presentation, sporting event, perform to an audience** or in a public place
4. To contribute to **environmental sustainability**
5. To understand and **learn from and about other cultures and faiths in our diverse community**
6. To help others through **volunteering activities**
7. To be involved in a **democratic process**
8. To experience an **educational visit/overnight residential trip**
9. To take an **active role as a learner**
10. To understand the **world of work** and have **high aspirations** for the future



Our curriculum is research informed to ensure that our practise is always best placed to enable our pupils make rapid progress from their unique starting points. We believe that "knowledge is power" and as such our curriculum is designed to help pupils accumulate knowledge and skills. A key part of knowledge is vocabulary; therefore, vocabulary is at the beating heart of everything we teach.

We aim to be a community of learners who are responsible citizens both of this school and the world in which we live. This means we are committed to having high standards of behaviour but also to having high standards of ourselves to help pupils achieve these goals.

We are incredibly proud of our school and would love to invite you in to see what our family is all about. Please do get in touch if you have any further questions.

**Kirsty Patmore, Principal.**

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## About the Academy

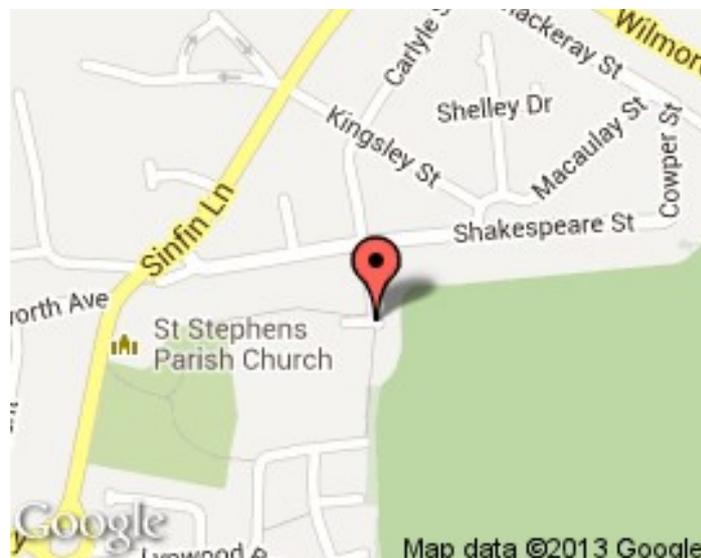
Cottons Farm Primary Academy is a newly converted Academy for children aged three to eleven. It is part of the Harmony Trust Derby Hub - a successful partnership with 6 other local academies.

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 year's 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.

## Where we are



## Contact Details

### Cottons Farm Primary Academy

Sheridan Street  
Sinfin  
Derby, DE24 9HG  
Telephone: (01332) 771370  
E-mail: [info@cottonsfarm.theharmonytrust.org](mailto:info@cottonsfarm.theharmonytrust.org)  
Website: [www.cottonsfarm.theharmonytrust.org](http://www.cottonsfarm.theharmonytrust.org)

# 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 pupils to become successful, lifelong learners. With this aim in mind, our curriculum is underpinned by the following key character competencies:

1. **Aspirational**
2. **Confident**
3. **Resilient**
4. **Tolerant**
5. **Creative**
6. **Communicator**
7. **Motivational**
8. **Co-operative**
9. **Problem Solver**
10. **Honest**

The harmony pledge, as well as our broad and balanced curriculum, help all pupils to develop these characteristics during their time at Cottons Farm Primary Academy.

## Key Adults

### ***Mrs K Patmore***



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 S Bali and Mrs S Zuber***

Mrs Bali is the Office Manager and Mrs Zuber is the Administrator. They are usually the first people you meet 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.

# Academy Staff

<b><u>Senior Leadership Team</u></b>  Mrs K Patmore – Principal of Academy Mrs R Grainger – Deputy Principal & SENCo		
<b><u>Teaching Staff</u></b>  Ms S Mitchell Mrs K Maloney Mrs A Rothe Miss M Hardy	<b><u>Teaching Support Staff</u></b>  Miss J Lambert Ms J Harrison Miss B Dyer Miss M Taylor	<b><u>Caretaker/Cleaning Staff</u></b>  Mrs M Smith Mrs A Rafferty
<b><u>Administrative Staff</u></b>  Miss L Childe – Business Manager Mrs S Bali – Office Manager Mrs S Zuber – Office Administrator Mrs K Gaskill – Inclusion Manager		
<b><u>Catering Staff</u></b>  Mrs A Baker Mrs S Wheatley		<b><u>Midday Supervisors</u></b>  Ms R Hall Miss R Barratt

# Term Dates

All term dates and INSET days are available to view on our website:

<https://www.cottonsfarm.theharmonytrust.org/>

<b>Autumn Term 1</b>	Monday 5 <sup>th</sup> September 2022	Thursday 20 <sup>th</sup> October 2022
<b>Teacher Training</b>	CLOSED - Friday 21 <sup>st</sup> October 2022	
<b>Autumn Term 2</b>	Monday 31 <sup>st</sup> October 2022	Thursday 22 <sup>nd</sup> December 2022
<b>Spring Term 1</b>	Monday 09 <sup>th</sup> January 2023	Thursday 16 <sup>th</sup> February 2023
<b>Teacher Training</b>	CLOSED – Friday 17 <sup>th</sup> February 2023	
<b>Spring Term 2</b>	Monday 27 <sup>th</sup> February 2023	Friday 31 <sup>st</sup> March 2023
<b>Summer Term 1</b>	Monday 17 <sup>th</sup> April 2023	Thursday 25 <sup>th</sup> May 2023
<b>Bank Holiday</b>	CLOSED – Monday 1 <sup>st</sup> May 2023	
<b>Teacher Training</b>	CLOSED – Friday 26 <sup>th</sup> May 2023	
<b>Summer Term 2</b>	Monday 05 <sup>th</sup> June 2023	Friday 21 <sup>st</sup> July 2023
<b>Academic Year 23 - 24 begins</b>	TBC	

### Teacher Training /Trust Days – School closed to pupils

Friday 2 <sup>nd</sup> September 2022
Friday 21 <sup>st</sup> October 2022
Friday 17 <sup>th</sup> February 2023
Friday 26 <sup>th</sup> May 2023

# The Academic Day

## Session Times

	<b>Start</b>	<b>End</b>
Foundation Stage 2 (Reception )	8:45 am	11:45 am
	1:00 pm	3:20 pm
Key Stage 1 (Year 1)	8:45 am	12:00 noon
	1:00 pm	3:20 pm
Key Stage 1 (Year 2) Key Stage 2 (Years 3 to 6)	8:45 am	12:15 pm
	1:15 pm	3:20 pm

We begin at 8:45am prompt. The gate will be open from 8:35am and from that time there will be a member of the academy team on duty. No pupils below Year 6 should be left unaccompanied at this time. At 8:45am, the bell will sound and pupils will line up to go into class.

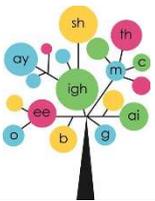
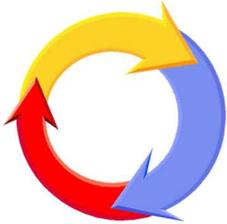
Lunch times are staggered between 11:45am and 1:00pm. All pupils have at least a 45minute break at lunch time. There is a morning break of 15 minutes for all classes.

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. Anyone picking up other pupils must be over the age of 16 and this should be pre-arranged in advance with the Class Teacher or Office Staff.

# The Curriculum

A child's primary education spans across three stages:

## EYFS (age 4 and 5)

Phonics	
	Every morning, pupils will complete phonics lessons. This is where they learn the building blocks of reading through discovering the sounds that make up words.
Talk for Writing	
	Each day, pupils will take part in a Talk for Writing lesson. In these lessons, they will learn stories and how to record these stories in writing.
Maths	
	Pupils will take part in daily Maths sessions where they will learn to count, recognise numbers, add and subtract with numbers and identify 2-d and 3-d shapes.
Story Time	
	Stories are at the heart of what we do at CFPA. We believe stories give pupils the experiences, imagination and vocabulary that they need to truly flourish. As such, in EYFS there are two story times a day where pupils listen to a range of high quality traditional and modern tales.
Continuous Provision	
	In addition to more "formal" learning pupils in EYFS learn a lot through the provision in the classroom and in the outdoor area. The provision is where pupils independently apply the knowledge and skills they have been taught.
Wider Curriculum	
	We use Cornerstones Curriculum to support our pupils in engaging in high quality, exciting and knowledge rich learning about the wider world.

## KS1 (age 5 - 7) & KS2 (age 7 – 11)

Phonics (KS1 only)	
	<p>Every morning, pupils will complete phonics lessons. This is where they learn the building blocks of reading through discovering the sounds that make up words.</p>
Reading	
	<p>Everyday, pupils will have a reading lesson where they will focus on learning the skills of reading. All lessons are underpinned by high quality texts.</p>
Talk for Writing	
	<p>Each day, pupils will take part in a Talk for Writing lesson. In these lessons, they will learn stories and texts and learn how to write high quality stories and non-fiction texts.</p>
Maths	
	<p>Pupils will take part in daily Maths sessions based on the “teach it”, “do it”, “twist it” and “solve it” model. Pupils will be taught basic skills that will enable them to reason mathematically.</p>
Story Time	
	<p>Stories are at the heart of what we do at CFPA. We believe stories give pupils the experiences, imagination and vocabulary that they need to truly flourish. As such, in every class there is a daily story time for 20 minutes.</p>
Wider Curriculum	
	<p>We use the Cottons Farm Inspire Curriculum to support our pupils in engaging in high quality, exciting and knowledge rich learning about the wider world.</p>

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

\*\* 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.

## Extra-Curricular Activities

We try to provide a range of clubs throughout the year to suit a variety of interests. In the past we've run the following clubs:-

- Multi-sports
- Basketball
- Dance
- Football
- Dodgeball
- Cookery
- Choir
- Computer
- Book
- Netball
- Craft



## Educational Visits



Visits to places of educational interest form an integral part of the curriculum. As such, all our trips will be linked to what the pupils are learning.

We will arrange 2 educational trips for each class each academic year. We do ask for a voluntary contribution for each trip, but this will not exceed £15. If there are not sufficient parental contributions, a trip may not be able to go ahead.

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.

Year 6 pupils will be offered the opportunity to go on a 3-day residential costing approximately £80.

## Home Learning

We do not believe it is beneficial for primary school aged children to do lots of home learning (research shows that it does not make a big difference to progress). What we ask that pupils do at home is slimmed down to what will really make a difference

- Daily reading & story time
- Weekly maths in KS1 and KS2



## Parental Engagement



Research consistently shows that parents who care about their child's education makes the biggest difference to how they do academically. At CFPA being an engaged parent means

- Listening to your child read everyday
- Reading to your child everyday
- Bringing your child to school regularly
- Talking with the class teacher on a regular basis
- Attending parents evening
- Backing up school's disciplinary decisions
- Attending events to which parents are invited (if you are working we realise this can be difficult).

## 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).



In order to ensure pupils understand balance, we do allow pupils to bring in sweets or shop purchased cakes to celebrate birthdays. In both cases, we do ask that they are individually wrapped.

## Lunchtimes



Meals at Cottons Farm are cooked by a local school and transported and served here in the Hall. They 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, crisps and fizzy drinks 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 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.

## Breakfast Club



Each day there is a breakfast club available from 8:00am for the cost of just £1.50. Please contact the office should you wish your child to attend.

## Uniform

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 or black PE pumps 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 hooks.

Children will need to bring their book with them every day and as such we offer blue book bags for pupils to use to transport their equipment. We encourage the use of book bags as we have limited space in cloakrooms, and book bags can be easily stored within classroom drawers.

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

Cardigans, sweatshirts and Book bags are available from the main office.

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. Please note that staff are unable to remove them or tape over jewellery. 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.

# Attendance

## Absences

Children are expected to attend every day unless there is a good reason not to.

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.



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 learning time. 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.

**Please refer to the Attendance Policy should you need any more detail on any of the above.**

# Behaviour

At CFPA we believe that it is vital that pupils come to school ready to learn. To ensure this happens, we use both positive and negative behaviour consequences.



For good behaviour pupils can expect

- Positive recognition from adults in the school
- Stickers
- Certificates in assembly
- Positive communication with parents
- Most importantly, the reward for good behaviour is maximising your chance to learn.

For negative behaviour pupils can expect

- Time out of class
- Missed breaktimes
- Lunchtime seclusions
- Exclusions
- Most importantly, the consequence for poor behaviour is missed opportunities for learning.

**Please refer to the Behaviour Policy should you need any more detail on any of the above.**

# 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 require 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 - <http://www.cottonsfarm.theharmonytrust.org/>
- Class Dojo
- Text Messaging
- Newsletter
- Noticeboard
- Letters

**Please refer to the Communications Charter for more detail on any of the above.**

### 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.

## 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.

## Admissions

The planned admissions number for our reception age group is up to a maximum of 20. Applications for admission to Cottons Farm Primary in 2020/21 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](mailto:primary.admissions@derby.gov.uk) or by phone on 01332 642730.

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

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.

## Equal Opportunities

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 quality objectives, which show how we plan to reduce or remove particular inequalities or disadvantages. This document is reviewed and updated annually

## 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.

## Data Protection

In May 2018 the European Union introduced the General Data Protection Regulation (the GDPR) in all of its member states, followed by the UK Government's Data Protection Act (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care. As an academy we can assure you that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).



As the GDPR places on us a significant set of requirements, giving the full detail in our prospectus is not appropriate. However, copies of the policies and documents we work with can be found on the Trust's website. Here you can find a full explanation of the GDPR and how it applies to us as a school. You can also download the relevant forms and guidance. It also contains the contact details for our DPO should you have any further questions or queries.

## 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.

## Finally

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.



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.

**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  
01332 771370 for an appointment.**

**Cottons Farm Primary Academy**  
Sheridan Street, Sinfin, Derby. DE24 9HG  
Telephone: (01332) 771370  
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Printed July 2022