

# Welcome to



# Ackworth Mill Dam School

**Prospectus of Ackworth Mill Dam School  
2019-20**



## *Welcome to Ackworth Mill Dam School*

Dear Parents,

We would like to welcome you as a member of our school community. The purpose of this booklet is to introduce our school to you. I hope that you will enjoy reading it and I look forward to meeting you in the future. Should you wish to visit the school on any occasion, please do not hesitate to contact me.

Best wishes

Ms A Samuels and Mrs C Stevenson

Heads of school

Mrs S Thompson

Executive head teacher

## **MEMBERS OF STAFF 2019/20**

Executive headteacher Mrs S Thompson

Heads of School Ms A Samuels and Mrs C Stevenson

Assistant Headteacher Mr R West

## **CLASSES – 2018/19**

Nursery Mrs O Allan, Mrs J Jennison  
Reception: Mrs F Barrett, Mrs L Burton  
Class 1: Mrs A Clewarth, Mrs A Haigh, Mrs J Stogden  
Class 2: Mrs C Stevenson, Mrs A Morley, Mrs R Sephton  
Class 3: Mr R West, Mr B Lawton, Miss C Firth  
Class 4: Ms A Samuels, Mr B Lawton, Miss C Firth  
Class 5: Mr S Grason, Mr B Lawton, Miss C Firth

SENCO: Mrs C Stevenson

HLTA Mrs S Crump

Office Manager Mrs J Smith

Caretaker: Mr E Brennan

Education Welfare Officer: Mrs M Sherrard

## **Further Information**

### **ADDRESS**

Mill Gate,  
Ackworth  
WF7 7PH

**TELEPHONE:** 01977 610062

**EMAIL:** [headteacher@milldam.wakefield.sch.uk](mailto:headteacher@milldam.wakefield.sch.uk)

**WEBSITE:** [www.milldam.wakefield.sch.uk](http://www.milldam.wakefield.sch.uk)

### **ACADEMY TRUST**

Waterton Academy Trust,  
The Grove,  
Walton.  
WF2 6LD

**TELEPHONE:** 01924 240767

**EMAIL:** [admin@watertonacademytrust.org](mailto:admin@watertonacademytrust.org)

**WEBSITE:** [www.watertonacademytrust.org](http://www.watertonacademytrust.org)

## SCHOOL GOVERNORS

Chair of governing body: Mrs S Nunns

We run a federated governing body with South Kirkby Academy.

## The school day

Morning Session  
8.45am – 11.45am (nursery)  
8.50am- 11.45 (reception)  
8.50-12 (class 1 and 2)  
8.50-12.15 (classes 3, 4 and 5)

Afternoon Session  
12.15 – 3.15 (afternoon nursery)  
1-3pm (all other classes)  
Children who are not collected on time without prior notice will go to after school club and there may be a charge for this.

Children will be allowed into the building from 8.40 am and teachers will meet them at the classroom doors for you to talk to them informally. School officially starts at 8.50am for all children from reception onwards. If, for any reason, a child arrives later than 8.50am they must enter school by the main entrance with an adult and the adult must sign them in giving reasons for their lateness.

## Holidays

As a school we are not able to authorise any holidays during term time except in exceptional circumstances. The trust wide attendance policy explains this in more detail and can be accessed via the school or trust websites. If you intend to take a holiday during term time you must inform school of this in writing and will receive a written response. If your child is over statutory school age (5 years old) and your holiday absence covers more than 10 sessions (5 days) in any school year a penalty notice may be applied.

We strongly encourage you NOT to take term time holidays as the impact on learning is significant. We have arranged our INSET days to try and support cheaper holidays either side of the main school breaks. Please use these wherever possible.

## Term Dates

School Closes	School Re-opens
	Wednesday 4 <sup>th</sup> September 2019
Friday 25 <sup>th</sup> October 2019	Monday 4 <sup>th</sup> November 2019
Friday 20 <sup>th</sup> December 2019	Monday 6 <sup>th</sup> January 2020
Friday 14 <sup>th</sup> February 2020	Monday 24 <sup>th</sup> February 2020
Friday 3 <sup>rd</sup> April 2020	Monday 20 <sup>th</sup> April 2020

Thursday 21 <sup>st</sup> May 2020	Tuesday 2 <sup>nd</sup> June 2020
Friday 17 <sup>th</sup> July 2020	Wednesday 3 <sup>rd</sup> September (TBC)

Further dates will be sent home each week on the newsletter.

## **Our Vision**

For a school where everyone becomes the very best they can be.  
Be your best self – every day!

## **Our aims**

To provide a broad and balanced education covering key skills, learning independence, PSHE and a range of extra curricular activities. We aim to develop well rounded children who have a love of learning that they can then take forward to enhance their learning at high school and use during their lives.

## **Our Values**

Our four core values are:

- Excellence
- Aspiration
- Independence
- Equality.
- Be ready
- Be respectful
- Be safe
- Be kind

## **Our School Rules**

## **Our School Motto**

A place to learn, a place to grow.



# What Your Child Will Study

## Curriculum

The following subjects are taught at Ackworth Mill Dam School.

Literacy	Numeracy	Science	Geography	History
Art	PE	RE	Music	PHSE
Design Technology		ICT / computing		French (KS2 only)

We teach reading, writing, maths and science as discrete lessons from year 1 upwards. The majority of the other subjects are taught within a topic framework to engage the children and ensure their learning is in context. Our topics have overarching titles which are shared by the whole school. Within these, each phase teaches more specific topic content. We also teach the learning skills of resilience, reflection, critical and creative thinking, communication, team work and problem solving.

Our overarching topic titles for this year are:

Local Study	A long time ago	Cities
Climate	Food	The World

In nursery and reception the children follow a developmental curriculum which is targeted to improving their skills in a full range of areas. These are divided into prime and specific areas and include:

Personal, social and emotional development		Communication and language
Physical development	Literacy	Maths
Understanding the world	Expressive arts	

## How we teach - key areas

### Reading

All classes have a class book which is read to them each day and have time where they read or look at a book of their choice for pleasure.

In addition to this:

In EYFS and reception children also have reading time with an adult within the provision when appropriate and lots of activities within the provision to develop their basic word knowledge and the skills of reading.

In EYFS and KS1 there is a daily taught phonics session where children are taught to read individual sounds and blend them to form words. This also includes spelling. We use the read write inc phonics resource.

In KS1 and KS2 there is a daily guided reading session where children read with the class to develop their fluency and comprehension. This includes some group and individual work as well as whole class shared reading.

Also in KS2 there is a daily fluency reading session where children read individually for pleasure. Reading is also taught through other subjects.

Please note, we do not listen to every child read individually every week because this is not an effective way of teaching reading. In school we teach your child to read and understand what they have read, at home we'd like you to listen to them and together this will ensure the best progress for your children. Please read with your child at least 5 times each week at home to support this. Home reading books can be changed in school, please come in when you drop off or collect your child if you can.

## **Writing**

In EYFS and reception there are opportunities for mark making which develop into formal writing sessions as your child progresses. They are taught to form letters and numbers and then rehearse this in lots of activities within the provision

In KS1 and KS2 children have at least one hour of English each day. This lesson includes grammar, punctuation and spelling as well as rehearsal of writing. We expect all children to have a piece of writing in their book each day. They also have additional sessions devoted to spelling and handwriting. Once every 2 weeks each child will write a fully independent extended piece of writing which will include the skills they have been taught during the unit of work.

Children will also write in other subjects across the curriculum and we expect them to maintain the same level of accuracy and fluency as they show in their literacy books.

## **Maths**

In EYFS and reception children have a direct taught session of maths each day. This will focus on developing skills in number, shape and space. Throughout the provision there will be opportunities for them to develop these skills in a range of contexts.

In KS1 and KS2 each child has at least one hour of maths teaching per day. We split this session into 2 parts. During the first part we teach the main skills and give children some time to rehearse and apply these. Following this, the teacher assesses the child's understanding and the second part of the session then builds upon that. This ensures that any misconceptions are identified and supported immediately and that children who have understood the initial concepts are given more challenging opportunities to reason with these.

In addition to this, each class has a morning maths meeting which will include mental arithmetic, times tables and more general areas of maths such as time.

Areas such as data handling are also taught through science and topic lessons.

## **Homework**

Regular homework is set for all our children and we aim to reinforce and build upon what the children are learning in school, however, we want children to have time to play and follow other interests outside of the school day so won't give excessive levels of homework. Reading, spelling and times tables (Y2 upwards) should be worked on at home every day as these are core elements. During some weeks there may not be further homework so please make sure that your child works on these. Once during each year in KS2 your child will be set an extended independent homework project which relates to their topic. This will be worked on throughout that half term.

Individual class teachers make their own professional decisions about the level of homework they set for their class and are responsible for making this clear to parents and children. Work will always be set at a level to suit children's individual needs. We ask for parental support in encouraging their child to complete the work that is set, supporting them where necessary and encouraging independence when appropriate. Parents are welcome to discuss any worries about their child's homework with either Mrs Thompson or their child's class teacher.

## **Additional Activities**

A wide range of activities are available for children outside the normal school day. This includes lunchtime and after school clubs. The following activities are available during the autumn term 2019. Additional clubs may be offered as the term progresses. These can be booked through the office and are charged at £2 per activity. This is used to fund resources for the clubs and additional experiences; it is not given to the staff who lead the clubs.

Current clubs:

Choir	First Aid	Ukelele	Gymnastics	Art
Cooking	Phonics	TT Rockstars	Book club	Football

## General Information



### Clothing

#### Uniform

School uniform is worn at Mill Dam school by all children. This consists of a white polo shirt, a red sweatshirt, jumper or cardigan and plain dark grey or black trousers or skirts. Sensible, plain black shoes or trainers should also be worn. Last year we introduced a new school logo and sweatshirts, polo shirts, cardigans, jumpers and book bags with this on are available to order from [www.brigade.uk.com](http://www.brigade.uk.com). Plain red sweatshirts and plain white shirts or polo shirts may also be worn. Correct smart uniform sets the tone for expectations and all children must wear it correctly at all times. Hair should be tidy and, ideally, long hair should be tied back.

#### PE

All children should change their clothes for PE in line with health and safety guidance. All earrings must be removed, if children can't remove these themselves please remove them at home before school. It is not safe for children to do PE activities with earrings taped over; they must be removed. If you are considering having your child's ears pierced please try to arrange this for the beginning of the summer break so that they are able to have their earrings removed in time for September. For indoor PE sessions children should wear dark navy or black shorts and a red polo shirt - with or without the school logo. Pumps should be worn for most indoor sessions although some may require bare feet. Trainers or pumps can be worn for outside sessions. In winter months a dark navy or black fleece or tracksuit top and tracksuit bottoms may be worn in addition to the polo shirt.

#### Swimming

Children go swimming to Ackworth School swimming baths during year 5. Girls must wear one piece swimming costumes and boys swimming shorts with a liner which don't come below their knees. Long hair must be tied back and earrings must be removed.

#### Jewellery/Watches/Make up

Jewellery should not be worn as it is not school uniform and may get lost or broken. A child who has pierced ears may wear studded earrings only, and children may wear wrist watches, but school cannot accept responsibility should they be lost or damaged. Make up should not be worn by children and this includes nail varnish.



## **Your Child's Wellbeing**

### **Good Relationships and Behaviour**

It is crucial that sound relationships are established between children and staff. We support this process throughout school. Your child's class teacher is the person who deals with day to day issues and if you have an initial concern please see them at the door when you drop off or collect your child. If you wish to discuss something in more detail please speak to Mrs Smith to arrange a suitable time out of normal school sessions. We expect all our children to respect all others and behave sensibly, treating other people and their property with respect. Our basic school rules are short, clear and based on common sense. They are displayed in classrooms and around school.

We aim to encourage and promote children's learning and good behaviour as much as possible. Our reward system includes:

- Class dojos. These are awarded by staff for good work or behaviour. They are individual to each child and each member of staff and should not be compared across or between classes. When children show they are keeping our school rules and demonstrating our vision and values they may earn a dojo. Parents can see some information about dojos on twitter feeds and on display in classrooms. There will be no log in arrangements for parents into the class dojo system. If you would like further information please speak to your child's class teacher.
- Star of the week. Each week at least one child is chosen from each class who has shown work or behaviour that is their best. These children receive a certificate in assembly.
- 5 times reading. If your child has read at home 5 times during a week and their reading record book has been checked by a member of staff in school they may wear their own clothes on Friday that week.
- Hot Choc Friday. Children whose behaviour and attitude has been exceptional, over and above the good standard expected from all children, will be chosen to have hot chocolate with Mrs Thompson on Friday.

Further information about the rewards and sanctions used in school can be found in our behaviour policy which is available on the school website.

### **Asthma, allergies and medication**

We have become increasingly aware of the number of children with asthma who need to use an inhaler during the school day. We keep these children safe by having their inhaler readily available in the classroom and by letting their teacher know of their breathing difficulties so that the teacher can remind the children to take their medication as required and monitor their breathing, particularly in active games and PE lessons. Please make sure that your child has an up to date inhaler in school with their name on. Ideally, ask your GP for two inhalers so that one can be left in school and one used at home.

Information is passed to the new teacher as your child changes classes. This is useful but the child's dosage or brand of medication may have changed. So please keep us informed if any changes take place.

If your child occasionally needs medication for a condition other than asthma, then please take any medication to the school office where you will be asked to sign to give us permission to administer the medication.

If your child has any allergies please make sure that we are fully informed. If your child's allergies are severe and may require emergency medication such as an EpiPen it is essential that you meet with Mrs Stevenson to draw up a care plan and that a pen is always in school. We will ensure that staff are trained to administer this if necessary. If your child has any other health conditions that may occur during the school day please make sure we are fully informed. Individual care plans will be drawn up where needed which will be reviewed regularly with you. We will not use your child's medical information for any other purpose or share it with any other agencies unless there is an emergency situation and we have your permission to do so.

**NB** If your child has asthma but only needs to take medication at home then please inform the child's class teacher (for their safety) as an asthma attack could be triggered during the school day.

### **Personal, health and social education:**

This is taught throughout school and will encompass sex and relationship education as the children progress. Our youngest children will become aware of the notion of family members, children then look for similarity and difference in family members. Year 5 begin looking at puberty and children in Year 6 will be offered Sex Education in school. This is delivered through game based activities and supported by the class teacher and school nurse. Parents will be contacted and offered the chance to discuss the elements of this and look at the resources before it is taught. More information will be provided at this time and parents have the right to withdraw their child from these sessions if they decide to do so.

### **Disability:**

All children are given equal opportunity to access the curriculum and school life at Ackworth Mill Dam School. Main areas of our school have wheelchair access and we have disabled toilet and intimate care facilities so we are able to support all children.

### **Special Needs**

At some stage in a child's life they may experience learning or social difficulties. It is vital this is identified as soon as possible, so that teachers and parents can work together to help their child's development. Often a problem is short term and with a little extra support the child may gain confidence and continue to progress as usual.

If you feel at any time that your child is experiencing difficulties, please do not hesitate to contact Mrs Thompson, Mrs Stevenson or your child's class teacher to discuss your child's specific needs.

Sometimes a child may require additional support from outside services. Here the school's SENCO works hand in hand with parents, headteacher, class teacher and with other agencies such as the learning support service, educational psychologist, social services etc. to meet the child's needs and to ensure the child succeeds at their own level.



## **Security of school grounds**

All visitors entering or leaving the school premises must do so by the entrance situated next to the main school office. A member of staff will then welcome them and deal with their enquiry. The main pedestrian gate and the playground gate will be open at the start and end of the school day but will be locked when the children are in school. There is an intercom system on the pedestrian gate for visitors to use during the school day. This is for the safety of all our children. The gates at the top of the car park will also be secured during the day. All gates and main external doors around school are fitted with fire sensors and will open automatically if the fire alarm is triggered. This is in addition to fire exit doors.

## **Parents and Community**

### **Parents and carers**

We value our partnership with parents and want to work together with you to gain the best education for your children. We welcome parents into school for organised events such as parents' evenings, Inspire sessions, concerts and sports events and operate an open door policy. If you would like to speak to a member of staff about your child please chat to your child's teacher on the door before or after school and make an appointment for a formal meeting if this is needed.

Once a half term we have a 'parent voice' session which all parents are invited to attend. This is to discuss any worries or developments with Mrs Thompson and is a great way to be involved in the life of school. Dates and times will be on the newsletter.

We also have an active 'Friends of school' group (our PTA) who organise lots of exciting events during the year. Their fundraising has helped to pay for our wonderful new library this year. They are always looking to welcome new members so please come along to their meetings when these are advertised.

### **Reporting to Parents**

Parent's Evenings are termly events, when parents are offered the opportunity to meet their child's teacher and discuss their progress. We also inform parents of the expectations for children to achieve during the year. A written report on progress during the full school year, including results in external tests where appropriate, is sent to parents at the end of the summer term.

### **Mill Dam and the Local Community**

Ackworth Mill Dam School is an essential part of the local community. The Governors of this school are drawn from a wide cross section of the community and we want to make a generous contribution to the life of the area. We are part of the Hemsworth pyramid and work closely with the other schools in Ackworth to promote community and cross school involvement.



## **Attendance and Punctuality**

Regular and punctual attendance is essential to successful learning in school. We pride ourselves on our high levels of attendance and strive to improve them constantly.

The register is taken at 8.50am promptly. Any child arriving after this must enter school through main reception and must be signed in. It is essential that parents accompany their children if they are late and use the office system to sign in. This is for health and safety reasons. For example, if the register has been completed before the child arrives and there is a fire during the day we will not know that your child is in school if they haven't been signed in. Persistent lateness will lead to the Education Welfare Officer (EWO) contacting you. We begin learning as soon as children come into school in the morning and missing a few minutes of this on a regular basis can have a detrimental effect on your child's progress and attainment.

If a child is absent for any reason or duration, please inform school as early as possible, by telephone or in person. If we do not hear from you a member of school staff will contact you by telephone during the morning of the first day of absence. We also have a texting system and will send texts to inform you of any changes and events. Please make sure we have an up to date mobile phone number at all times.

Failure to inform us of a reason for absence will result in your child having an unauthorised absence, i.e. absence without permission, and may lead to the involvement of the EWO.

## **Food and Drink**

### **School Dinners**

To help with office systems and to maintain financial security, dinner money should be brought for the week on Monday mornings and sent into class with your child. This should be in a sealed envelope with your child's name on it. We would like children to remain on dinners or sandwiches for at least half a term at a time and not to change from one to the other day by day. KS1 children are given a free school meal every day but you should still apply for free school meals if you think you may be eligible. This is because this will give your child access to additional funding in school, which will further support their learning and progress. Forms for free school meals are available from the school office. We operate a choice system which has a 3 week menu cycle. These will be sent home to you twice a year when the menus change and each day your child can choose their meal in advance. This ensures that they are not disappointed with the meal they have. If your child has a packed lunch please don't send fizzy pop or glass bottles with this. Please also try to ensure that your child's lunch box is balanced and healthy. We may contact you if we have any worries about this.

### **Snacks and drinks**

Free fruit and healthy snacks are provided to children in EYFS and KS1. All children can buy healthy snacks at breaktime from Tutti Frutti and will need to bring money for this. Items are around 20p each. Chewing gum is not allowed in school at all. Drinking water is freely available around school. Please send your child to school with a named plastic bottle which they can refill as needed. This must only contain water.

