

# **EASTCOTE PRIMARY ACADEMY**



**PROSPECTUS  
2019-2020**





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## Message from the Principal

It is my pleasure and privilege to welcome you to Eastcote Primary Academy, a one-form entry school, which prides itself on its family atmosphere. We are very fortunate to have a building that provides us with a wonderful learning and working environment for children and staff alike.

The school motto is: “Aspire, Learn, Love”

Aspire - to be the best people we can be and to do the best we can do;

Learn - both intellectually and morally;

Love - we love one another as a community and seek to extend love beyond.

Our stated aim is for each child to become knowledgeable and virtuous.

All the staff at Eastcote are committed to ensuring that the Academy has a friendly and caring atmosphere whilst ensuring that children develop a broad range of life skills. We want all the children to become confident, independent learners who show respect for one another and can talk articulately about their feelings and ideas. We focus on providing exciting opportunities and enriched learning experiences.

We teach a thematic curriculum which aims to be responsive to children's interests and backgrounds. In addition to developing children's academic skills, we believe that it is just as important to be taught to be nice people!

Mrs C Greene

Principal



**As members of the Eastcote Primary Academy community we will:**

- have high expectations of ourselves
- always try to be the very best people we can be
- always try to do the very best we can do
- take pride and pleasure in what we do
- understand that success results from hard work
- celebrate our own and others' successes whether great or small
- seek to be both self-reliant and collaborative
- not just try to fulfil our potential - but exceed it!
- treat everyone with respect
- be committed to learning
- be resilient and keep going when we are finding things tough
- be resourceful using all ways we can to learn
- be reflective and understand how we learn
- be reciprocal and work collaboratively
- do everything we can to make our Academy a happy place
- be committed to learning
- be supportive of others within and beyond the Academy
- value collaboration
- enjoy others' successes as well as our own
- refrain from all bullying behaviour
- look for ways of making the Academy better for everyone
- care for the Academy environment and the environment beyond
- use social media appropriately

**In our teaching we will:**

- set ambitious but achievable targets for all
- recognise all successes, academic and otherwise
- give opportunities to expand horizons
- recognise and reward children for doing their best
- teach children to aim high
- encourage self-belief and an "I can do it" attitude
- work hard to be the best teachers we can be
- set an example of care and consideration of others
- promote enjoyable learning experiences
- insist upon respect for self and others
- highlight children's actions which have enhanced the Academy and wider community
- encourage collaboration
- encourage inclusiveness



### *Information about Eastcote Academy*

Address Eastcote Road,  
Welling,  
Kent  
DA16 2ST

Telephone 0208 856 1346

Fax 0208 856 0802

Email [letters@eastcoteprimaryacademy.org.uk](mailto:letters@eastcoteprimaryacademy.org.uk)

Website [www.eastcoteprimaryacademy.org.uk](http://www.eastcoteprimaryacademy.org.uk)

Principal Mrs C Greene

Chair of Governors Mr S Padwick

A current staff list is available from the school office.

### *Academy Organisation*

Eastcote Primary Academy accepts children between 3 and 11 years old.

The Academy is organised into three key stages as follows.

**Early Years Foundation Stage** Nursery and Reception Classes  
3 to 5 year olds

**Key Stage One** Year 1 & 2  
5 to 7 year olds

**Key Stage Two** Year 3, 4, 5, 6  
7-11 year olds

### *Safeguarding and child protection*

Eastcote Primary Academy is committed to safeguarding and the protection of children.

In the interests of safeguarding, we may share information with other professionals both within and outside the Academy.



### *Equal opportunities*

At Eastcote we will take a positive stand against any acts or attitudes that seek to demean a person because of their colour, gender, culture or disability.

We aim to ensure that all children regardless of race, disability culture or gender have equal access to the whole range of curriculum activities.

Our equipment, books, activities, outings etc will be regularly revised to ensure that cultures, disabilities and gender are presented in a positive way and all children can feel valued and at ease in school.

We recognise that children may be exposed to intolerant attitudes through television, books, social media and other sources. We have to be prepared to deal with these attitudes when they surface in school. It is our policy to oppose such attitudes as strongly as we can. We consider it a vital part of our home/school partnership to seek parental/guardian co-operation in upholding this policy.

### *Starting School*

If a parent feels their child has particular needs they are welcome to make an appointment with the Principal prior to admission to discuss how these needs can be met.

### *Admission Arrangements for the Under 5's*

Pupils are admitted to the Nursery and Reception classes in line with Bexley Borough policy. Full details are available in the Local Authority booklet 'Admission to Primary School' and also on line at [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions).

Eastcote Primary Academy holds open mornings for parents considering applying for a place at the school. This takes place towards the end of the application period.

Visits for pupils and parents who accept places will take place in the term before the children start school.

### *Admission arrangements for pupils transferring Schools*

If a parent is considering transferring a pupil between schools they should contact the Admissions team at Bexley Council.

For any Academy place for children in years 1-6 or for children starting Reception after the start of the Academy year, parents should contact the local authority where they live. Applications can still be made to Bexley schools even if the family lie in a different local authority.

Individual needs will be considered when deciding on induction arrangements for pupils entering during the course of a term to ensure that the child settles into Eastcote as quickly and happily as possible.

We want to make each child's entry into school as smooth as possible. Starting at a new school is quite an adventure and we want your child to enjoy it.

### *Academy Uniform*

We encourage children to dress neatly, look clean and tidy and have a pride in their appearance. The governors have agreed the Academy uniform and wearing it helps children to feel part of the school community. The Academy colour is royal blue and parents can choose from a combination of the following items :-

- grey skirt or tailored trousers
- white short sleeve polo shirt
- royal blue crew-neck sweatshirt or v-neck jumper or cardigan

Physical Education kit:

- royal blue shorts
- white T-shirt
- plimsolls



Children can wear trainers for outdoor P.E. but some activities in the hall will be carried out in bare feet. Please provide a draw-string bag to contain these clothes. Children may also have a royal blue tracksuit for P.E. which is particularly useful for cooler months.

Nursery children may also wear a royal blue tracksuit to school if they wish.

Summer options include :-

- short sleeve white polo shirt
- blue and white cotton dress preferably with a zip
- grey shorts



These and other Academy uniform items can be purchased from Caseys School wear at Blackfen although some parents may wish to buy similar items at other high street stores. Caseys can supply items with the Eastcote logo and have some other items available.

Parents may wish to purchase just one item with the logo on it for children to wear on outings and for photographs. Please ensure your child wears black or dark coloured appropriate footwear. No trainers are to be worn.

**If children come to school wearing incorrect uniform they will be provided with the correct attire from our stock**

All items of clothing and other property **must be clearly labelled** with your child's name. We would recommend Stampstastic. Labels are also available from Caseys.

#### *Times of the Academy day*

The school day starts at 8.55 am and staff are on duty on the front playground from 8.45 am for pupils in Years 1-6. Nursery and Reception pupils wait with their parents/carers outside the green nursery gate.

Please ensure your child arrives at the school on time. The first lesson of the day starts at 9.00am.

If children arrive late, they must report to the school office so that they can be marked in.

Nursery children are collected at the end of the morning session at 11.55am. Reception, Year 1 and Year 2 finish at 3.15pm and leave via the Nursery end of the Academy. Parents wait on the playground by the Nursery and Reception classrooms. Years 3-6 finish at 3.20 pm and are collected from the green gate by the front playground.



### *Collecting children for appointments*

When children have to attend an appointment during school time would you ensure that the school know before 9:30 on the day via email if possible. Please call at the office and staff there will locate your child and inform the class teacher. You will need to sign your child in/out, in the book provided at the reception.

### *Making appointments with staff*

Appointments to see the Principal or a member of staff should be made through the office. We cannot guarantee that a member of staff or the Principal will be able to see you that day. This is because they might be teaching. We do, however, guarantee that you will receive a telephone call from the member of staff concerned, that day. We ask parents not to approach teachers, especially in the morning. Instead, we ask parents to make an appointment or pass on messages via the school office. A member of staff will endeavour to respond as soon as possible.

### *Keeping us informed*

From time to time, we may need to contact you during the school day. For example, if your child is upset or feeling unwell. It is therefore very important that the contact information we have in school is kept up to date. If you change your address or telephone number (including mobile numbers) would you inform the school office as soon as possible to ensure that we can make contact with you if we need to.

### *Absence*

If your child is absent, please telephone or email the Academy before 9.00am on the first day of the absence to let us know. If we have not heard from you, we have to contact you before 9:30am.

Under DCSF regulations absences fall into two categories, authorised and unauthorised. The number of authorised and unauthorised absences are shown on a child's Academy report each year.

#### **Authorised absences**

- A child is absent through illness or unavoidable cause.
- A child is absent due to a day being set aside for religious observance.

The Academy follows the direction of The Director of Children's And Young Peoples Services for Bexley Local Authority in that requests for leave taken in term time will only be granted in very exceptional circumstances.



## **Unauthorised absences**

Leave of absence in term time is only permitted at the Principal's discretion and then only in very exceptional circumstances. Parents must make a written request to the Principal, stating the purpose of and reasons for the absence. You will be informed of the decision, which will be final and not open to negotiation. Holidays are not classed as exceptional circumstances and so are not authorised.

We count on the support of every parent. We do realise that there can be genuine and sometimes, unavoidable reasons for term time leave of absence. These will be considered on their individual merits before a decision is made.

## ***Home Learning***

At Eastcote we are keen to encourage children to enjoy learning and develop a commitment to it. We feel that homework does not positively contribute to children's learning and recent research backs this up, showing that the effectiveness of homework depends upon the reasons it is given, the nature of it and the age of the children involved.

Our homework policy emphasises the importance of home learning rather than homework. Reading is at the heart of it, together with the learning of multiplication tables and half termly spelling lists.

## ***Academy meals***



Meals are cooked fresh each day in our own on-site kitchen. Dinner money should be paid every Monday in advance. If possible, please send the exact amount in a sealed envelope with your child's name and class on it. Any overpayment will be carried forward to the following week. Dinners can be paid for half termly. Please contact the office for further information. Please make cheques payable to 'Eastcote Primary Academy.'

If your child wishes to change their meal pattern, please let us know the day before the change. If you do not pay for your children's meals (Reception - Yr 2 or free school meals) we still need to know if your child is changing their meal pattern.

Some pupils are eligible to receive free school meals. Please let the office know if you are in receipt of any benefits so that they can check your eligibility.

## ***Packed lunches***

We encourage parents to provide a nutritiously balanced packed lunch. Please also ensure that packed lunches are placed in a suitable container, which must be clearly marked with your child's name and class.



**NO PEANUT BUTTER OR FOOD CONTAINING NUTS (INCLUDING NUTELLA) PLEASE**  
due to a number of children suffering from a nut allergy.

### *Water, Fruit and Vegetables*

Every child has access to mains drinking water throughout the day. Fresh fruit is supplied each day to pupils in Nursery through to Year 2 inclusive. Children in Years 3 - 6 are encouraged to bring a piece of fruit or a vegetable for break time.

### *Milk*

Free school milk is only available for Nursery and Reception children up until they are 5 years old and those eligible for free school meals. Please register for milk at [www.coolmilk.com](http://www.coolmilk.com), or telephone 0844 854 2913. Children above 5 years old to Year 6 should also register if they wish to receive milk on a daily basis. This can be done at any time during the year.

### *Medicines*

Office staff can administer medication to your child on your behalf only if you send in written instructions with the medication. If your child requires medication or suffers from asthma and needs to have an inhaler during school time please contact the school office. Would you also inform us if your child has any medical problems. We ask all parents to complete the allergy section on the New Starter Information form, which will alert us to the specific health needs of your child. Please also note the medication section on the Parental Consent Form where you can consent for us to give your child Calpol. Please inform us whenever allergy/asthma information needs updating. It is the parents' responsibility to make sure the Academy is informed of all a child's medical needs.

### *Jewellery*

Jewellery can be dangerous in primary schools because of the activities that children follow in their play and normal routine. We would be grateful for your co-operation in ensuring that your child does not wear jewellery to school. If children already have their ears pierced, only studs may be worn and children wear earrings at their own risk. It is a parent's responsibility to see that these are removed for PE lessons.

### *Bicycles etc*

Bicycles and scooters can be left in the bicycle shelter at the front of the Academy during the day at the owners own risk. Parents must ensure that children are appropriately supervised for their level of cycling proficiency and understanding of road safety. In the interests of safety, all bicycles and scooters should be pushed (not ridden) on the premises.



### *Watches*

Children are allowed to wear watches to school but this is at the sole responsibility of the parent.

### *Mobile phones and electronic devices*

We do not allow younger pupils to bring mobile phones, ipods or other electronic devices to school. For safety reasons pupils in years 5 and 6 may bring a mobile phone if they are to walk home alone. Mobile phones must be switched off and handed in at the school office each day. Mobile phones should be clearly named.

### *Keeping children safe*

Parents are asked to keep children with them when entering or leaving the Academy. This is particularly important for younger children to prevent them running into the path of oncoming vehicles on site, the carpark or on the roadway. All pedestrians should remain on pathways, not on roads or grassed areas.

### *Curriculum enrichment, Academy trips and visits*

Educational visits to places of interest to support the curriculum are available during school time. Academy clubs include Wake Up (morning sports club), drama, cricket, football and gym.

Pupils in Years 5 and 6 have the opportunity to visit an Adventure Centre to take part in out door and adventurous activities. This residential trip takes place in the summer term.

From time to time a voluntary contribution may be sought from parents to help pay for certain activities. Full details will be given to parents in advance of the activity. Such activities would include trips to museums and exhibitions as well as visits from performing artists or groups, where broader curriculum experiences are offered or curriculum work can be enhanced. A full copy of the Academy's Charging and Remission Policy is available on the website.

### *Pupils with Special Educational Needs*

The Academy's SENCO takes responsibility for gathering information and co-ordinating the child's Special Education Provision.

The Academy works very closely with external support services and agencies such as the Educational Psychologist, the Speech and Language Therapist and the Academy Nurse.

A copy of the Local Offer for SEN is available on our website.



### *Including and valuing everyone*

Our aim in school is to promote equality of opportunity. This is a basic human right. All pupils in our Academy are equally valued and share the same right of access to the curriculum and school activities and the same entitlement to respect for their individual identities.

Here too, we wish parents to know that we will not tolerate any form of behaviour which is inherently racist or which discriminates against another individual or groups within the Academy, whether intentional or unintentional.

Our staff will challenge such behaviour wherever they meet it in school. As with bullying, children are encouraged to tell their concerns to staff with the assurance that these will be similarly acted upon.

A full copy of the behaviour policy is available on the website.

### *Toys and Valuables*

From time to time, children may be asked to bring items into school to enhance classwork. Parents are reminded that children should take responsibility for any belongings they bring in to school and are expected to look after them properly.

Children generally do not need to bring toys and other valuables to school with them and parents are asked to support the Academy in ensuring this.

Items such as watches must be removed for PE lessons and swimming and remain the responsibility of the child.

### *Parent/Teacher Consultation*

We hold termly open evenings where parents are invited in to the Academy to speak with their child's teacher. In addition to this, parents will receive a written annual report on their child's progress towards the end of each academic year. If you have a problem that you need to share with the Academy or your child's teacher please contact the office for an appointment - don't wait for an open evening.

### *Parents and Community of Eastcote*

There is a thriving P.A.C.E which organises social events and money raising functions to support the Academy.

Parents of all children attending the Academy are automatically members of the Association and are invited to take an active interest or role in the work of the



Association. ***It is always helpful to have names of parents who are happy to help at events without actually being on the P.A.C.E committee.***

The programme of events are co-ordinated by an Executive Committee elected at the Annual General Meeting each October. Please let the school office know if you would like to become involved with the P.A.C.E so that you can be put in touch with the right person.

### *Concerns*

You may at some time during your child's stay at Eastcote have a worry or concern. We would urge you to contact the school office immediately if a problem arises. Most, if not all, problems can be solved in an informal way at this stage. If your concern remains unresolved, please make an appointment to see the Principal.

Please understand that if staff are teaching they cannot leave the children to speak to you. Either the Principal or Vice Principal will always endeavour to see you during the school day if they are available. We recommend that if you wish to speak to a member of staff you call the school office between 8:15am and 8:35am. A member of staff will do their best to call you back the same day.