TOWNLANDS C OF E PRIMARY ACADEMY

PROSPECTUS

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WELCOME TO OUR PRIMARY SCHOOL

Thank you for considering Townlands (Voluntary Controlled) Church of England Primary Academy as a school for your child. We wish you a very warm welcome and we hope that this prospectus will provide an insight into life at our school.

Our school is situated in Earl Shilton and has approximately 290 children on roll. The school is positioned amongst large, pleasant grounds and has a number of outdoor play facilities including separate EYFS, KS1 and KS2 playgrounds, a wildlife area, areas for gardening, and a large sports field.

The school buildings consist of the main building and two additional blocks which were built to accommodate additional classrooms. At Townlands, we have our own kitchen facilities to cook hot dinners, a large hall which is used for dining as well as collective worship and PE, a dedicated computing suite, a well-stocked school library, a reflection area, a nurture room and our 'Den'. All of our classes have vibrant displays, along with interactive whiteboards. Children have access to computers in our dedicated suite, as well as a bank of iPads to use in class and outside.

We strongly believe that children are at the heart of everything we do and that children should enjoy coming to school every day whilst they are learning.

We are very proud of our happy, friendly and hard-working school. Our teaching professionals work hard to ensure a creative, exciting and enjoyable curriculum which fosters a love of learning as well as challenge. We believe that every child has the right to experience an excellent education. We have high expectations of all of our pupils and we believe that every child should reach their full potential.

Woven into our curriculum is the teaching of our Christian Values and our characteristics of learning; through these we encourage children to understand that they can get better at anything through perseverance and determination.

We welcome and encourage parents to be closely involved in their child's education. We look forward to working together in partnership with your family and are always here to answer questions.

THE ROLE OF THE GOVERNORS

Governors represent all the different groups of people who have an interest in the education of our pupils. The job of the Governing Body is to establish high expectations and standards whilst supporting the schools strategic plan. The Governing Body acts as a 'critical friend' and encourages development in the pursuit of high standards and achievement. For a list of our governors, please see our website.

TOWNLANDS CHRISTIAN VISION AND VALUES

A journey of learning in the light of God's love.

"What shall we say the Kingdom of God is like, or what parable shall we use to describe it? It is like a mustard seed which is the smallest seed you plant in the ground. Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds of the air can perch in its shade." ***The parable of the Mustard seed - Mark 4:30-32***

Our vision is underpinned by the Parable of the Mustard Seed. This story is a metaphor of Townlands, the school community growing together with firm roots. Light shining on the mustard tree assists growth; as the light of God's love assists all stakeholders to grow spiritually, academically, morally, and divinely.

As a Church of England school our values are, ***Faith, Love, Respect, Friendship, Honesty, Hope and Forgiveness***. These values underpin everything we do in school and are explored during collective worship and during Religious Education lessons.

Our vision is underpinned by our Christian values of:-

- **Faith** – To have faith in God to support all the parts that make the school whole: Every child and adult is special to God. *(**Hebrews 11:1** – now faith is being sure of what we hope for, and certain of what we do not see).*

- **Honesty** – To be the best versions of ourselves in everything we do; to be honest and to learn from our mistakes. *(**Titus 2:7** – In everything, set them an example by doing what is good).*

- **Love** – Promote a love for ourselves and each other in a nurturing, caring environment. **(*1 Corinthians 13:7*** *- It always protects, always trusts, always hopes, always perseveres*).

- **Friendship** – To be a nurturing community where we can flourish and grow together. *(**philippians 2:4** - Each of you should look not only to your own interests, but also to the interests of others).*

- **Forgiveness** – To embrace every new day and recognise and celebrate the good in everybody and everything. *(**Colossians 3:13 –** Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you).*

- **Hope** – Hope gives us faith that God supports us on our journey especially when we face life's challenges and gives us the strength to accomplish our goals in order to make the world a better place. *(**Psalm 25:5** – Guide me in your truth and teach me, for you are God my Saviour, and my hope is in you all day long).*
- **Respect** – To learn to respect ourselves and to ensure a culture where every child and adult is respected and valued. *(**Luke 6.31** – Do to others as you would have them do to you).*





COLLECTIVE WORSHIP

Collective Worship at Townlands strengthens and supports the distinctive Christian character of our school and reaffirms our Christian values. Worship reflects the variety of traditions found in the Church of England as well as other Christian traditions and recognises and follows the Church of England's liturgical year. Worship also considers and recognises all world faiths. The daily act of worship is central to our ethos and is supported by all staff and governors.

Collective worship may be within the classroom, as a group of classes in the hall, or as a whole school. Worship at Townlands is predominantly of a Christian nature. Additionally, we attach great importance to our children's spiritual, social, moral and cultural development.

Local Anglican ministers lead our Collective Worship at key points in the year. Members of our local community also contribute to our Collective Worship.

EYFS begin their Collective Worship initially in the EYFS base but as the year evolves, they integrate with the whole school community, starting with singing through worship.

Our school community takes part in collective worship on a daily basis, as follows:

Day	**Time**	**Content**
Monday	8.45 – 9.05	Whole school collective worship
Tuesday	8.45 – 9.05	Whole school collective worship
Wednesday	8.45 – 9.05	Whole school collective worship
Thursday	8.45 – 9.05	Whole school singing through worship
Friday	8.45 – 9.05 (Starting times may differ for class assemblies)	Class assembly or Bible Story

LEGAL REQUIREMENTS

All maintained schools in England, including Church of England (Anglican) schools, are legally required to provide a daily act of collective worship for all registered pupils, a duty established in the Education Reform Act 1988 and consolidated in the Education Act 1996. In Anglican schools, worship follows the school's trust deed and the principles and practices of the Church of England, making it Christian in character. Parents have the legal right to withdraw their children from collective worship, either wholly or in part, and schools must comply with such requests. Collective worship forms part of the school's wider responsibility to promote pupils' spiritual, moral, cultural, mental and physical development, as reflected in legislation and associated national guidance.

RELIGIOUS EDUCATION (R.E.)

Our school curriculum for Religious Education meets the requirements of the 1988 Education Reform Act (ERA). The ERA stipulates that Religious Education is compulsory for all children, including those in EYFS.

Parents have the right to withdraw their child from Religious Education lessons and Collective Worship. However, we would encourage parents to meet with the Headteacher before making such considerations to ensure there is a full understanding of the school's practices in these areas.

STARTING SCHOOL

Our school admits children on a full-time basis at the beginning of the school year in which they are five. All pupils are expected to attend school on a full-time basis after an initial induction period, during which parents/carers and children are encouraged to become familiar with the surroundings and routines of our school.

Parents meetings are arranged for our Foundation children who are starting school for the first time. These help to familiarise children and Parents/Carers with the school, their classroom area, and of course with the Class Teacher and Learning Support Assistants.

Sometimes children join our school during mid-term and if this is the case, staff ensure children are welcomed and integrated as quickly as possible into our school community.

All children within the school catchment area are eligible for admission provided that an application is made to the Local Authority (LA) via their website (details below).

Our Published Admissions Number is 30 for EYFS. Full details of our admission policy is available via the school office and further advice may be sought from the Admissions and Allocations Section at County Hall, Leicester, 0116 305 6684.

Details on Leicestershire County Council's school admissions policy can be found by following the link below:
http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/ad missions_useful_information.html

If you have any further questions, please contact our school office on 01455 843859 or by emailing us at office@townlands.leics.sch.uk



OUR SCHOOL DAY

7:45am - Breakfast club starts; you can book sessions on Arbor. A selection of cereals, toast and fruit are on offer to ensure that your child has the best start to their school day.

8:30am - The main school gates open for parents/carers and children.

8:35am - School staff open the small gate for the children to be welcomed ready for registration and the school day to begins.

8:40am - Gates and classroom doors are closed.

8:45am - Whole school collective worship (EYFS initially in their base.)

9:05am - Morning learning begins.

10:30-10:45am - Morning break time for all. In EYFS fruit is on offer and milk is provided free for children up to the age of 5. Once children turn 5, milk can be ordered via the cool milk website.

11:55am - EYFS lunch

12:55pm - all children ready for afternoon learning which begins after registration at 1pm

3:05pm - the main school gates are opened and the school day ends for all year groups.

Pupils that arrive after 8.40am should be signed in by their Parents/Carers and will then be marked as late. A full and punctual attendance ensures that children gain the most from their time at school. It is important that children arrive at school on time, ready to settle down to lessons promptly. EYFS must be picked up at the end of day by an adult meeting them at their classroom door. You will be given an End of Day Departure form to complete which lets the school know who has your permission to collect your child. If for some reason the usual known adult/s is unable to collect a child, please notify the school in advance.



TOWNLANDS CURRICULUM

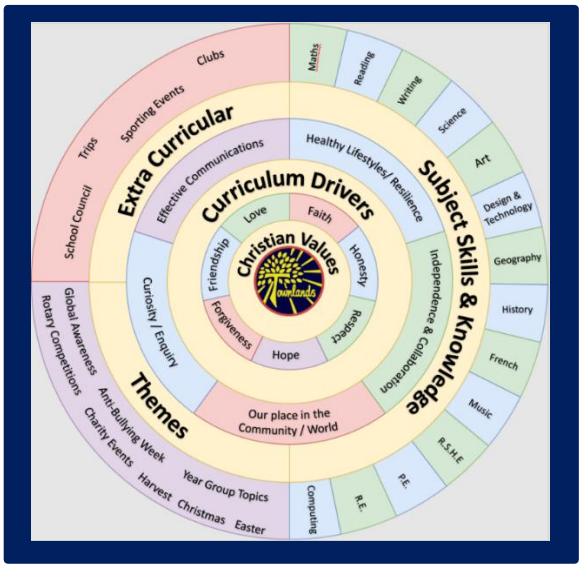
At Townlands, we have designed our curriculum to enable children to know more and remember more. We want our children to develop their knowledge, questioning, thinking and skills across all curriculum subjects. We carefully design, plan and implement a full and rich curriculum which provides breadth for every child.

We believe that children learn best when they are encouraged and appropriately challenged. We take pride in the fact that our curriculum gives children the confidence and self-belief to aim high and work towards their goals and aspirations and develop a life-long love for learning. We teach our children how to keep themselves safe in both the real and virtual worlds in which they live. Reading is a key priority as we believe it is the key to unlocking the whole primary curriculum for children.

As a church school, our curriculum builds on our core Christian vision and our Christian values. This means that we aim for our children to show high levels of spiritual, moral, social and cultural awareness. We teach our children to appreciate diversity, to show respect to others and have a role and responsibility as global citizens. We want to ensure that our children leave Townlands well-prepared for the next stage of their education and life in modern Britain.

At Townlands, our curriculum is underpinned by:

- Townlands Christian vision and values
- Townlands curriculum drivers
- Subject key skills and progression
- Subject knowledge
- Themes
- Enrichment opportunities



EYFS CURRICULUM

Townlands Early Years, follow the Early Years Foundation Stage Framework (EYFS) which sets the Standards for Learning, Development and Care for children from birth to five years of age.

This framework aims to encourage children in all aspects of their development as the first five years of life are crucial to your child's long-term success.

EYFS seeks to provide:

• quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind;

• a secure foundation through planning for the learning and development of each individual child, and assessing and reviewing what they have learned regularly;

• partnership working between practitioners and with parents and/or carers;

• equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

At Townlands we aim to encourage your child to achieve their full potential, in a caring warm environment. Children will work towards achieving the Early Learning Goals (ELGs) by the end of the Early Years (their first year in school).



THE PRIME AREAS

The prime areas are the basis for successful learning in the other four specific areas. The prime areas reflect the key skills which your child needs to develop and learn effectively and continue to be fundamental throughout EYFS.

Carefully planned play opportunities are created to stimulate children's learning. A child centred approach to learning is adopted as we believe that children learn best when they are interested.

The prime areas of learning are: communication and language, physical development and personal, social and emotional development (PSED).

Communication and Language

Communication and language is made up of the following aspects:

• Listening, Attention and Understanding

• Speaking

At Townlands, children are given many opportunities to listen to stories, songs and rhymes, using books, puppets, story sacks and pictures to encourage active participation.

Planned activities enable the children to follow instructions involving several ideas or actions and answer 'how' and 'why' questions about their experiences. Through these activities, your child will learn to speak and listen in a range of situations, developing their confidence and skills in expressing themselves.

Physical Development

Physical development is made up of the following aspects:

• Gross Motor Skills

• Fine Motor Skills

At Townlands, we plan activities to help children to develop their control and co-ordination in large and small movements such as jumping, climbing, handling construction tools and pencils.

Personal, Social and Emotional Development (PSED)

PSED is made up of the following aspects:

• Self-Regulation

• Managing Self

• Building Relationships

Using ‘Circle Time’ activities and the ‘Kapow’ PSHE materials, children participate in talking and sharing activities which will help them to develop a positive sense of themselves and others; respect for others; social skills and a positive disposition to learn.

We have a range of resources including puppets, dolls, books and photographs which encourage children to explore and manage their own feelings and to understand appropriate behaviour when interacting in groups.

Your child will have experience of group activities where they learn to share and take turns, as well as explore their ideas about friendship. Children also participate in activities to help to develop their understanding of the importance of physical activity, and to make healthy choices in relation to food. They are encouraged to manage their own basic hygiene and personal needs successfully, including dressing themselves and going to the toilet independently.



THE SPECIFIC AREAS

The specific areas include essential skills and knowledge for children to participate successfully in society. Through these, the three prime areas are strengthened and applied.

The specific areas are: literacy, mathematics, understanding the world and expressive arts and design.

Literacy

Literacy is made up of the following aspects:

- Comprehension
- Word Reading
- Writing

We provide lots of opportunities for talking, language comprehension and vocabulary extension. Our environment is rich in print and books, both fiction and non-fiction, to enable the children to develop their early literacy skills.

Children throughout the school are taught phonics through a Government recommended scheme called Sounds-Write.

At Townlands, we provide many planned opportunities to help the children to develop the necessary skills required which will then enable them to practice both reading and writing letters. This will lead them to be able to put together simple words and sentences.

Children participate in daily phonics teaching. They learn letter sounds, how to blend 2 or 3 sounds to read words, how to segment 2 or 3 sounds to spell words, how to read and remember 'tricky' words and towards the end of EYFS how to read and spell longer words (words with 4 sounds).

Mathematics

Mathematics is made up of the following aspects:

- Number
- Numerical Patterns

At Townlands we help your child to use numbers and count accurately. We provide real life mathematical opportunities for your child to develop mathematical ideas and to solve meaningful problems.

We follow the White Rose maths scheme to deepen understanding.

We support your child to develop an awareness of the relationship between numbers and amounts and know that numbers can be combined to be 'added together' and can be separated by 'taking away' and that two or more amounts can be compared.

Activities are also provided to help your child to develop their use of mathematical language to talk about size, shape, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems.

Understanding the World

Understanding the world is made up of the following aspects:

• Past and Present

• People, Culture and Communities

• The Natural World

At Townlands, we encourage your child to develop their knowledge, skills and understanding that will help them to make sense of the world.

Planned activities guide the children to make sense of their physical world and their community through opportunities to explore similarities and differences in relation to people, places, technology and the environment. They will have the opportunity to investigate plants, animals and minibeasts using first hand experiences gained through our garden/wildlife area.

Children are encouraged to talk about appropriate past and present events in their own lives and in the lives of family members. A range of resources including books, photographs, figures, film clips and artefacts from other cultures will give your child an awareness of different communities in the world.

Expressive Arts and Design

Expressive arts and design is made up of the following aspects:

• Creating with Materials

• Being Imaginative and expressive

At Townlands we extend your child's creativity by supporting their curiosity and exploration. Your child will sing songs, make music and dance, and experiment with ways of creating their own ensemble.





A rich and varied environment supports children's learning and development. It gives them the confidence to explore and learn in secure and safe, yet challenging, indoor and outdoor spaces.

The Indoor Environment

At Townlands the indoor environment provides a stimulating learning environment which will encourage your child to explore, investigate and learn. It has a role play area, a creative area, book corners, writing areas, a mathematics area, an investigation area and nature area.

The Outdoor Environment

At Townlands we recognise that the outdoor environment is just as important as the indoor environment. Being outdoors has a positive impact on your child's sense of well-being and helps all aspects of your child's development. Our outdoor environment has been landscaped to meet the needs of Early Years Foundation Stage and allows all the areas of learning to be addressed. Your child will have as many opportunities to learn outdoors as well as indoors.

It is essential that your child comes to school prepared for all weathers.

Cold Weather

• A warm coat, hat, gloves and scarf (with names on please)

• Sensible school shoes

• Please provide your children with a pair of named wellies that can be left at school at all times

Hot Weather

• A protective sunhat

• Sensible school shoes

• Children should also have sun block applied before they come to school



ASSESSMENT

In the Early Years the children are continually assessed throughout their time, as they participate in teacher led activities or when they are observed demonstrating particular skills in their independent learning.

Within the first six weeks on entry to EYFS the children are assessed with the statutory baseline assessment.

In the summer we will report on the early learning goals.

Teachers will judge whether a child has met the level of development expected or are not yet reaching this level.

This report will then inform your child's Year 1 teacher so that appropriate activities can be planned in order to meet your child's needs.

HOMEWORK

Year	Homework Activities
EYFS	Reading to an adult and talking about the story every night. Practising phonics and completing support materials. Occasional maths homework that will increase throughout the year.



ENRICHMENT

At Townlands, we are proud to offer a range of high-quality experiences to enhance and enrich a child's journey of learning. At different points, children across EYFS, KS1 and KS2 will experience a range of activities across the following areas:

- Cross curricular themed teaching and learning
- Wow moments during units of learning, to inspire and create awe and wonder
- Opportunities to explore 'Big Questions'
- Whole school collaborative events
- Educational trips, experiences, and visitors
- Supporting our local and global community
- Charity and courageous advocacy
- Awards and accreditations
- Caring for animals and understanding their needs





SUPPORTING YOUR CHILD

It is important that you try and prepare your child for school by helping your child to develop the skills they need to be independent. For example, getting them used to playing with other children by sharing, dressing themselves and being independent when going to the toilet, washing and drying their hands, using a knife and fork, sharing stories, along with looking after their possessions.

SAFEGUARDING

We have a legal duty to ensure our children are not at risk from neglect or abuse. All our staff and governors are trained in child protection procedures, and we will investigate any disclosure. Your child's safety and wellbeing are our first concern.

Our first concern is always for our children's welfare and therefore there may be occasions when we have to consult with other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The procedures we follow have been laid down by the Leicestershire Area Child Protection Committee. We work closely with Operation Encompass, a scheme to share with police information on reports of domestic abuse, where children of school age are in the household.

INCLUSION

As a school we strongly promote equal opportunity for all, and our policies are inclusive to ensure that we all work together to endorse a deep understanding of the rich diversity of cultures in our society today. We work with a range of outside agencies to ensure the needs of our pupils are fully met and this is reviewed as needed in consultation with parents.

SPECIAL EDUCATION NEEDS AND DISABILITY (SEND)

Townlands is committed to supporting those children with Special Educational Needs. Occasionally pupils may need extra help with an aspect of their learning, and we do everything we can to spot early signs and to provide effective support. Our dedicated SEND co-ordinator and staff work hard to ensure that children with SEND have access to a fully inclusive curriculum and can take part in everyday activities around school. We will always consult parents/carers if we feel that a child needs additional support with learning. Where necessary, the school and parents/carers will consult with and receive advice from various outside agencies.

For some children, help will be needed with the basic skills of reading, writing and maths. This can be provided in many different ways – sometimes children will be offered additional support in the classroom, or they may receive an intervention away from the class for individual or small group focused work. Sometimes, might need help in the development of social skills for example.

The progress for children with SEND is assessed and reviewed and individual or group education plans are produced accordingly.

Please inform us if your child has a disability which may make access to any part of the school or curriculum difficult so we can ensure all reasonable adjustments are made.

PASTORAL CARE

Effective pastoral care is dependent upon mutual respect and understanding between both home and school.

It is important that the children have an approachable adult with whom they can share worries or concerns. At school this could be the class teacher, class LSA, and our fully trained pastoral team. If parents have any worries about their child/children they should immediately share these with the school, as these can often be sorted out quite quickly. Any major worries or continuing problems should be discussed with the class teacher in the first instance and then the Leadership Team.

We aim to understand the needs of all of our children and we appreciate being made aware of any home circumstances which may be relevant to a child's behaviour at any one time. All children in the school have a need for encouragement and recognition as individuals. Self-esteem is promoted through positive reinforcement of their good points and where there are problems the school works with the parents.

We aim to motivate children through praise and reward for good behaviour. However, we have a robust Behaviour Policy which details a range of sanctions that are used for children who misbehave. If your child's behaviour is causing concern at school, you will be informed and invited to discuss the way forward with the class teacher. We believe that it is important to encourage every child:

- To understand the need for self-discipline and acceptable behaviour
- To think of the needs of others
- To show respect and good manners to all



PARENTAL INVOLVEMENT

We believe that a positive and supportive link between home and school is extremely important for the happiness and well-being of your child in school. We strongly encourage parents/carers to be involved in our school in a variety of ways. Each class holds an annual class assembly, we have open classroom afternoons to enable parents/carers to view books and to look at the learning environment. EYFS perform a nativity performance for parents/carers, we hold an annual Christmas Fair where children design and make Christmas gifts to sell and weather permitting sports days are organised annually for EYFS, KS1 and KS2.

During the year, parents are invited to attend an appointment with their class teacher to discuss their child's progress, attainment, and welfare. We also produce an annual report which is sent home at the end of the summer term.

If you ever need to speak to your child's teacher, the best time to do this is at the end of day when the children come out of school. If a message needs to passed onto the teacher first thing in the morning, then please contact the school office.

Further opportunities are available to parents/carers who want to become more involved, for example we are always looking for more support or you may wish to become a governor at the school.

SCHOOL INFORMATION AND SERVICES

BREAKFAST CLUB

Townlands Breakfast Club is managed by the school and staffed by school staff members. We can take children from ages 4-11. We are open every weekday during term time, excluding Inset Days, from 7.45 – 8.25am. Your child(ren) can be dropped off at any time between these times. Children enter Breakfast Club through the rear playground.

Breakfast Club cost includes breakfast and activities. The cost does not change depending on the time you arrive. Payment can be paid weekly, monthly or termly but must be paid prior to the start of the week.

WRAP AROUND CARE

Little Honey Pots offer a pre-school and after school club, Monday to Friday (term time only). They are based in the mobile on the school site.

Pre-school – 8:30am to 2:30pm

After school – 3:05pm onwards

Telephone: 07986 491249 Email: honeypotstownlands@happyhived.com

SCHOOL HEALTH SERVICE

If you have any concerns about medical matters including bedwetting, soiling and behaviour at home, you can contact the School Nurse team, who will be happy to discuss your concerns and offer help as appropriate. For contact details, please contact the school office.

ILLNESS AND ABSENCES

If your child is taken ill at school, we will contact you. Children are not allowed to go home alone on their own if they are unwell. If your child is absent from school through illness, please contact the school office by telephoning by 9am. If your child has to attend a dental or medical appointment during the school day, please give the school a copy of the appointment letter and let us know arranged times of collection or late arrival.

Absences during term time can seriously disrupt the continuity of learning.

Children have to come to school by law. The school must be notified if a child is going to be absent for any reason. We are obliged by law to keep very careful records of all absences and the reasons for these. Parents should note that if the school is not notified either by phone or letter as to the reason for any absence, this will be recorded as ‘unauthorised’. ‘Late Arrival’ is deemed to be after 8.55am and all latecomers must report to the School Office to be registered (for safety reasons). Holidays during term time will not be authorised unless the circumstances are exceptional. Request forms are obtainable from the office.

It is important therefore, that we always have up-to-date home and work contact numbers and are immediately advised of any changes.

MEDICINES

If your child has been prescribed a medicine by their doctor and a dose is required during the school day, you will need to complete a medical requirement request form to enable school staff to administer it on your behalf. We are unable to give over-the counter medicines to children during the school day, therefore parents/carers must make alternative arrangements to administer these medicines to their children. If your child is asthmatic, diabetic, extremely allergic or has epilepsy, you will be asked to complete a detailed medical form, providing all relevant information and medical supplies. A detailed care plan is needed for this in school.

You will also need to provide us with emergency / preventative treatment for use in school.

HEAD LICE

Parents are recommended to examine their child's hair weekly for head lice. In the event of an incidence of head lice in school, a text is usually sent home to parent/carers of all children in the class in which this has been reported. If a severe case of head lice becomes visible in school, then parents will be contacted and asked to pick their child up. Once the child's head has been treated the child can then be brought back to school. It is, of course, vitally important that when such advice is received it is acted upon straightaway.

FOOD AND DRINK

Hot meals are available and cooked on the premises. A choice of food is offered, including vegetarian dishes; parents/carers are required to book all hot meals in advance through the Arbor Payment system. Children may also bring packed lunches, which should be of a healthy nature and packed in a name-labelled box. If you wish to provide a drink for your child, the small, boxed variety is ideal. Nuts or nut products, chocolate, sweets, glass containers or cans of drinks are not permitted in lunch boxes.

No child is allowed to leave the school premises at lunchtime except by written parental request. All children in EYFS, Year 1 and Year 2 are entitled to receive a free school meal. Parents in receipt of certain benefit allowances may qualify to receive free school meals for their children and we urge you to do so even for pupils in EYFS, year 1 and 2. The relevant forms are available from the school office. As always, matters of this nature are always treated with the utmost discretion, and confidentiality is assured. If you are eligible for Free School Meals and you apply to the Local Authority.

At Townlands, the safety of pupils is our priority whilst they are in our care. There are a number of pupils at Townlands with food allergies; these pupils could have life-threatening reactions when exposed to even the tiniest amount of allergen. We also have a number of pupils with food intolerances, who again could become unwell after just small exposure to specific foods.

Whenever possible we strive towards being a "nut free" School. We are aware that pupils with severe food allergies do not need to ingest a product to experience a severe reaction. Allergens can be transferred via surfaces; this is the reason why Townlands promotes being a "nut free" school. We kindly ask that nuts and/or nut-based products are not brought into school.

As we are a healthy school, water is available for all children at lunchtime and throughout the day. Children need to bring into school fresh water (not juice) each day in a labelled bottle. We cannot provide cups at this stage and thank you for your cooperation with this.

Free milk is given to all children under the age of 5; with subsidised milk being available for all children aged 5 years and up. It is available to order online through a company called Cool Milk. Information packs can be obtained from the school office as can application forms for Free School Meals.

All children in Foundation Stage and Key stage 1 received free fruit as a mid-morning snack. Years 3-6 should only bring in fruit as a mid-morning snack. As we are a healthy school, sweets or playtime snacks are not permitted.

MONEY

Townlands is a cashless school and payments for school dinners/drinks/trips/events etc should be paid for online the Arbor communications app. The office will need to have an up-to-date mobile phone number and e-mail address in order for your password to be sent to you to access your Arbor account.

CHARGING POLICY

The Governors of Townlands support the principle of free education for all. However, voluntary contributions will usually be requested for activities which could not otherwise take place e.g. to cover the cost of coach transport and venue. Residential visits, day trips, theatre visits, swimming, etc. which considerably enrich the children's learning experience are organised throughout the year – all of these are almost totally dependent upon contributions made by parents. Parents of limited means can receive assistance in helping to pay for trips – parents are encouraged to speak to the Headteacher (or Class Teacher) if this is needed – either in person or in writing. All enquiries concerning this issue are always treated with the utmost tact and confidentiality. See school Charging Policy.

HOME SCHOOL AGREEMENT

As part of the close links between home and school, children and parents/carers are invited to sign a home school agreement. This outlines the expectations and responsibilities of all those involved in the education of the child. Whilst this is not a legal document, in signing it you are actively showing your willingness, as a family, to work with the school in achieving the very best outcomes for your child/children. Research shows that the children of parents and schools that work in partnership make better progress.

VISITORS AND SECURITY

All visitors and parents/carers to school should report to the main entrance reception area. Visitors should sign in the Visitors' book and wear a Visitor's badge – this is not only to authorise presence in school, but also to ensure evacuation in the event of a fire.

SCHOOL UNIFORM

Our school has a duty to make sure that the uniform we require is affordable, in line with statutory guidance from the Department for Education (DfE) on the cost of school uniform. We understand that items with distinctive characteristics (such as branded items, or items that need to have a school logo or a unique fabric/colour/design) cannot be purchased from a wide range of retailers and that requiring many such items limits parents/carers' ability to 'shop around' for a low price.

The School Vision and Logo - 'A journey of learning in the light of God's love'.
The school logo on our school uniform (supplied by our local supplier – Hole in the Wall, Hinckley) represents, following consultation with parent groups, pupils and staff, the faith, aspirations and history of the school.

Our vision is underpinned by the parable of the Mustard Seed - Mark 4:30-32, as a metaphor of the community growing together with firm roots. Our school logo reflects the Mustard Tree (which is Townlands). The sun's rays represent God's love enabling us all to grow and flourish. The leaves represent diversity and equality, and the trunk represents the readiness for growth into the next stage of life. We are proud of our school uniform and encourage our children to be.

Expectations for Townlands School Uniform
We are proud of our school uniform colours and encourage our children to be the same. Therefore our school uniform is as follows: -

Townlands Branded Items – All year round
School tie (Year 1 to 6 only)
Navy jumper or cardigan with school logo
PE sweatshirt with school logo

Townlands Uniform - All year round
White shirt, blouse
White polo shirt for EYFS
Black trousers, skirt or pinafore
Sensible shoes

EYFS



Years 1 - 6



Spring/Summer Adaptations

- Optional black tailored shorts
- Sun hats may be worn outside
- Sun cream – Please ensure that your child is protected from the sun with sunscreen that can be applied at home in the morning

On hot days all children are expected to wear school uniform (although not jumpers/cardigans). Items such as polo-shirts /short-sleeved shirts/blouses and tailored shorts are all appropriate in the hot weather.

Autumn/Winter Adaptations

In cold weather, children are expected to wear coats and are permitted to wear a hat/ear-muffs, scarf and gloves. Please ensure that all items are clearly named.

Footwear

For health and safety reasons, we do not allow pupils to wear shoes with platform soles, Heelys or high heels. All pupils are required to wear flat, plain shoes. These should be closed in with no toes visible. If boots are worn these should also be flat. Sandals and flip-flops are not permitted.



(Please note that this is not an exhaustive list, if you have any specific questions please ask.)

PE Kit

As children will wear their PE kit to school on PE days, please note the exceptions to this would be non-uniform days, swimming and after-school sports clubs. On these occasions, children will need to bring their PE kit into school and change accordingly. Children taking part in clubs and sports teams may have to change together after school – some children take part in lots of after-school activities, but it will not be possible to wear sports kit to school every day, only on PE days.

- Plain white round-necked T-shirt
- Navy shorts/skorts
- Dark track suit (this can also be the school logo sweatshirt/dark jogging bottoms/leggings)
- A pair of black pumps or trainers (if pumps are worn for PE, comfortable black school shoes or trainers should be worn for the rest of the day). Children should wear trainers that support their feet and ankles well for PE. Trainers should be white or black.
- Named draw-string bag

Pupils should not attend school in just their shorts and t-shirt. We require them to wear the full kit, including jogging bottoms and sweatshirt, the latter of which can be removed in warm weather.



Forest School

In order to attend these sessions, children will need the correct kit (provided in a waterproof bag). Parents/carers will be informed in advance if their child will be participating. The kit includes:

- Wellies or walking boots
- Long socks
- Waterproof coat
- Trousers (not shorts)
- Waterproof trousers or an all-in-one waterproof suit
- T-shirt
- Long sleeved top
- Hat and Gloves (Sunhat for the warmer weather)

Labelling

It is VITAL that all items of clothing and personal property are clearly marked with your child's name – it makes it much easier for 'lost' items to be reunited to their owner as quickly as possible.

Jewellery

Please note that for security and safety reasons, jewellery is not permitted except for watches and unobtrusive pairs of stud earrings, all of which must be removed/taped over for P.E. and games by your child.

The wearing of jewellery in school is strongly discouraged – it can be ripped off accidentally, causing considerable pain to your child or others, so please do not send your child to school wearing jewellery. Staff members are not allowed to replace any items of jewellery which may have fallen out. We are obliged to follow Health and Safety guidelines regarding jewellery – which state no jewellery should be worn during PE lessons.

Hairstyles

The school reserves the right to make a judgement on pupils' hairstyles or hair colours which are deemed inappropriate for school; however, we will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be considered where any judgements on appropriateness are to be made.

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE. Hair should be natural in colour, without any shaved patterns.

Makeup

The school rules on makeup are as follows:

- No make-up is permitted
- False nails and nail extensions are not permitted
- Nail varnish is not permitted
- Temporary tattoos are not permitted

Where to Purchase School Uniform

Our school uniform suppliers are: - Our school uniform suppliers are: - Hole in the wall, Hinckley, Leicestershire. Telephone No. 07985 340626

However, much of our uniform can be purchased more widely, e.g. from 'high-street' retailers.

Pre-loved Uniform Shop

Our aim is to give our families the opportunity to purchase items of school uniform via a donation to the school. Our 'pre-loved uniform shop' will also support us to help the environment by providing an eco-friendly way of discarding items of uniform which are still in good condition and helping to reduce our carbon footprint. The shop is open to all families with children who attend our school.

All funds raised from the Pre-loved Uniform Shop will be used towards enhancing the curriculum experiences that we can offer the children.

Although we will have a range of sizes, we rely on donations of clothing so we cannot guarantee that we will always have every item in every size. Items are marked according to the size on the label; please be mindful that sizing can vary between brands. All items will be sold on a first-come, first-served basis.

Uniform donations will be warmly received. To help this service to be successful, we will gratefully receive donations of items of uniform which are in good condition. All donations can be handed to the school office.

ADDITIONAL INFORMATION

DROPPING CHILDREN OFF AT SCHOOL AND COLLECTING THEM

Please do not park in the school car park. If parking on the main road, please be considerate of our neighbours and avoid blocking their access. You may like to consider walking to school instead. If children cycle or scooter to school, we have racks that are provided for storage. For health and safety reasons, children must disembark as they enter the school gate. At home-time you are invited to stand and wait for your child/ren inside the school grounds. Gates will be open five minutes before the end of the day. Smoking/vaping is not permitted on the school grounds.

AND FINALLY …

Thank you for taking the time to read our prospectus and we hope that you have found it informative. If you would like to find out more about any aspect of school life at Townlands, please visit our website where you will find more information on current news and events.

We look forward to both welcoming and working in partnership with you and your family.

TOWNLANDS CHURCH of ENGLAND PRIMARY ACADEMY



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