



THE HARMONY TRUST

Alt Academy



5th September 2023

Dear Parents and Carers,

Welcome back to the new school year. For our new families, we would like to wish you a very warm welcome to Alt Academy.

Below is a comprehensive list of key information about the organisation and day to day running of the academy. For many families, this is a refresher; for our new families, this will hopefully answer lots of your questions.

Thank you for your continued support.

Ms K Jordon

Opening times / Breakfast club / Reading

School opens every day at 8:30am for breakfast club in the Key Stage 2 hall and reading in the Key Stage 1 hall.

Classroom doors open at 8:45am for morning work. All children must be accompanied by an adult before this time if they are not attending one of the halls. If a parent / carer is able to stay with children in halls, this would be warmly welcomed too.

We encourage children to choose and stay in one hall until classroom doors open. Thank you for your support with this.

Any children who arrive after 9:00am must go to the office with their parent / carer and speak to a member of the admin team. Children arriving after 9:00am will be marked late.

Home time arrangements

Nursery children finish at 11:45am and will be collected from the KS2 hall.

For all other children, school finishes at 3:20pm.

Children in Reception, Year 1 and Year 2 will be collected from their classroom doors.

Children in Year 3 & 4 will be collected from the KS1 hall.

Children in Year 5 & 6 will be collected from the KS2 hall.



Principal: Ms K Jordon

Alt Lane, Oldham, OL8 2EL

0161 260 0622 | info@alt.theharmonytrust.org | www.alt.theharmonytrust.org

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Supervision of children before and after school

Due to health and safety restrictions, children are not to use the climbing frame or play equipment either before or after school. Before school, children need to remain in a supervised hall activity, unless their parent is with them.

Uniform & PE Kit

Children are to wear full school uniform, including school shoes (white polo shirt, blue jumper or cardigan, grey trousers or skirt and black shoes). On PE days, children are to come to school wearing their PE kit (black shorts or tracksuit, white t-shirt and trainers). Children in Y3 & 4 will have swimming lessons over one term a year. They can wear their PE on these days if it makes changing easier. Swimmers need a costume or trunks, towel and a swimming cap.

Absence

We expect children to be in school every day, unless they are significantly ill. If your child is unwell and unable to attend school, please call to speak to a member of the admin team. Any absences without contact will be classed as unauthorised. The attendance policy is available on the website and includes more detailed information about absences.

Holidays 23-24 extended leave requests

We do not authorise holidays during term time unless there are extremely exceptional circumstances. Holiday request forms can be collected from the office for if these circumstances arise. These must be filled in and returned to the office before any children are taken out of school for a holiday. If your child is away from school for over 5 days, fines of £60 per pupil, per parent will be charged by the local authority. Please speak to Mrs Cooper in the office if you have any further questions about this.

Medicines

If a child has been prescribed medication that needs to be taken four times a day or more, this can be administered in school. Please take any medication to the office and complete a medicine form. Medicine can be collected from the school office at the end of the day.

Asthma Medication

If your child has been diagnosed with asthma, they must have an in-date inhaler in school at all times. An asthma care plan will be completed, and children will be supported to administer their inhaler as required.

Nut free

As we have children with nut allergies in school, we operate a NUT FREE policy. This includes nut butter and cereal bars.

Homework and reading books

Children are expected to read their reading books a minimum of 3x a week at home. Your child will be given a reading record which must be filled out after each read at home. Please read with your child and then date, comment and sign to support their reading development. Children in Years 5 &



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6 can fill these out independently if they wish. Reading books will be changed when children are ready to move on to their next book.

At the beginning of each half term, your child's teacher will send a newsletter home, which will explain what your child will be learning as well as a homework rubric, which will detail the homework tasks that need to be completed before the next holiday. Your child's class teacher will be available to discuss these with you in the morning or at the end of the day.

Lunches

Please support our Healthy School by ensuring that all packed lunches are balanced and nutritious, including a sandwich, pasta or rice dish and fruit / vegetables. Packed lunches should not include chocolate bars, sweets, sugary or fizzy drinks. All school meals which are not covered by free school meals are to be paid for on Parent Pay. The admin staff are available if you have any queries around lunches.

PE Days

PE lessons are on Tuesday and Thursday. Swimming is on a Thursday. Topaz class will swim in the autumn term, changing to Citrine class in January and Emerald class after Easter.

Trips – organisation and payment

Class teachers aim to organise a trip, visit or event each half term. The academy are usually able to heavily subsidise visits. We will always let you know about any planned activities in advance so that you can budget for your contribution. Payments for trips, visits and events are on a contribution basis, however if school doesn't receive enough contributions to fund the trip, it may need to be cancelled. The academy are happy to support small, weekly payments to cover trips if this supports your family.

Family support

Mrs Rafiq is our Safeguarding Lead and works to support families. Mrs Rafiq will be starting Coffee Morning from Tuesday 12th September, 09:00 – 10:00, should you wish to drop in to discuss any concerns or if you have any questions. Mrs Rafiq can support with a wide range of topics, including housing, benefits, health, securing employment, parenting guidance, free school meal applications, secondary school applications etc.

SEND concerns

If you have any concerns around your child's learning or any special educational needs, please speak to your child's class teacher in the first instance, as they know how they learn best. Your child's class teacher will pass these concerns on to Miss Wood (SENCO).

Friday Celebration Assembly

Each Friday at 9:00, we hold a Celebration Assembly. If your child has been chosen to receive an award in the assembly, you will be advised by text message the day before (please do not let them know!). If your child has been selected, you are more than welcome to attend the assembly, should you wish to.



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Newsletters

An academy newsletter will be sent to families every Friday. The newsletter is also available on the website. News, information and learning updates will be shared within this. The newsletter is a great read – please do keep up to date with school by reading this each week.

Crossing patrol & immediate vicinity

The Academy pays a significant amount of money to the local authority for the school crossing patrol that operates outside the grounds. If your child crosses the road outside school, please encourage them to use the school crossing patrol to ensure their safety. If you park outside school, please respect the yellow zigzags and double yellow lines – these are there to keep children and families safe.

Please help us to ensure that all children and families can enter and leave the grounds safely by keeping the area around the school gate clear.

Please do not smoke or vape outside the gate.

Parent & visitor conduct

Our school site is a safe place for children and families. All parents and visitors to the site are expected to be kind, courteous and polite and be excellent role models for our children. Should school become concerned about the conduct or presentation of anyone on the grounds or immediate vicinity, this will be reported to the police, Children's Social Care and the Trust and appropriate action will be taken.

Please do not smoke or vape on the academy grounds.

Contacting school and communicating with teachers

You can call school at any time to leave a message for your child's teacher. You can also email school using the address: info@alt.theharmonytrust.org. Teachers will return phone calls as soon as this is practical – this is usually after the children have been dismissed at home time.

Class teachers are available at the end of every school day if you need to communicate with them.

There are members of the Senior Leadership Team on the gate every morning and every evening who are more than happy to help all families.

Text Messaging Service

Important messages and information will be shared to parents via text message. This will be sent to the first emergency contact registered. Please keep phone numbers up to date with the office to ensure that you receive the text messages. Please note that you should not share important or time sensitive information with school via text message as this is not checked throughout the day.

Payments to school

We operate a cash free system. All payments are to be made using Parent Pay. If you require support to set up Parent Pay, please speak to the office who can guide you through this.



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