



Alt Academy Prospectus

Welcome

We are really pleased to welcome you to our school.

We believe: that children at Alt deserve the very best education possible and we strive to ensure that this happens in every lesson every day; that everyone is valued as an individual; that everyone has a contribution to make and that everyone can learn.

To succeed in the modern world our pupils will need to be resilient, resourceful and creative and to have good interpersonal skills. They will also need to keep on learning throughout their lives. When children leave Alt we want them to have the skills, knowledge and understanding that will give them the keys to success at secondary school and beyond. We also want them to enjoy learning, to be confident, articulate and considerate individuals who can think for themselves, speak up for themselves and who can get along with people from many different backgrounds.

Our academy has now embarked on a significant improvement journey and one that, demonstrates the ambition and high expectations of the entire school community.

Our Motto

'Believe Achieve Succeed'

The philosophy of Alt Academy

It is our aim to provide an environment in which children learn and we value and respect the beliefs of all. We attach a great importance to self-discipline and high standards of behaviour. Self-discipline and high standards of behaviour are very important. We aim to provide a rich, stimulating learning environment and strive to promote the highest possible standards in literacy and numeracy.

We know that children learn in many ways and we encourage that learning. Some examples of the ways in which we learn are:

- ❖ Asking questions and researching answers
- ❖ Reflecting and thinking
- ❖ Problem solving
- ❖ Applying their learning across subjects
- ❖ Express their learning indifferent ways
- ❖ Being active in other learning
- ❖ Working together
- ❖ Taking responsibility for themselves and others
- ❖ Being independent

You can contact us at:-

Alt Academy
Alt Lane
Oldham
OL8 2EL

Tel: 0161 260 0622

Web site: www.alt.theharmonytrust.org
Email: info@alt.theharmonytrust.org

Our promise Agreement

Parents, Pupils and staff

Every child will:

- be entitled to a broad curriculum which gives the highest priority to English, mathematics, science, computing and PSHE and P.E.
- have their work regularly assessed against national expectations and their own capabilities, parents will be able to share in their child's assessments through regular reporting.
- be seen as a rounded person who has a wide variety of needs within their family.
- have their spiritual, moral, social and cultural needs recognised.
- have opportunities in the form of the Harmony Pledge

About our School

Alt school became part of the Harmony Trust in October 2014 and became Alt Academy. Our school enables us to really get to know the children and meet their educational needs. We believe in high educational standards which will equip children well for life in a secondary school and at work. We aim to follow the National Curriculum in an interesting and creative way which motivates children to learn and be successful.

Alt Academy is at the heart of the community where teachers and parents work together in an atmosphere of mutual respect and trust, to ensure that all children are valued, and feel themselves to be valued, enabling the best possible educational achievements.

We actively promote an environment where children care for themselves, each other, the school and the community, and are happy responsible and self-disciplined members of society.

EYFS

Nursery	3 - 4 years old	Foundation Stage	}
Reception	4 - 5 years old	Foundation Stage	
Lower School			}
Year 1	5 - 6 years old	Key Stage 1	
Year 2	6 - 7 years old	Key Stage 1	
Middle School			}
Year 3	7 - 8 years old	Key Stage 2	
Year 4	8 - 9 years old	Key Stage 2	
Upper School			}
Year 5	9 - 10 years old	Key Stage 2	
Year 6	10 - 11 years old	Key Stage 2	

The number of pupils at Alt Academy has increased, the current figures are approx. 334 pupils across school.

Foundation Stage

The staff working in the Early Years, provide a welcoming environment for children and parents/carers. We all share the same philosophy that we are in partnership with parents/ carers in the children's education.

Lower School (Years 1 & 2)

In KS1 we continue to promote and develop an enthusiasm to learn. We hope to plan lots of fun and exciting activities and trips, (learning through experience) We like to encourage group, paired and independent work. In our KS1 we strive to create a nurturing environment to equip children with the necessary skills for learning.

Middle School (Years 3 & 4)

We strive to teach our children to use strategies which enable them to work independently and to improve their knowledge and understanding in all areas of their learning.

We aim to ensure each child has confidence in their own abilities and feels valued for their efforts and contributions to class life.

Upper KS2 (Years 5 & 6)

Our aim is to provide a safe, secure and stimulating learning environment where all members of our team are encouraged to reach their full potential. We actively promote the importance of self-discipline and social/moral responsibilities, equipping our team members to become lifelong learners.

Curriculum is underpinned by the values of:

- Challenge
- Cooperation
- Rights and responsibilities
- Resilience

We are working towards the Rights and respecting award and are introducing a 'Growth mind set' approach to learning and teaching.

Admissions

Admissions to school are administered by the Local Authority. The planned maximum number of children per year group in our school is 45. In exceptional cases the LA can increase intake numbers depending on specific circumstances. Where there are more children seeking admission than there are places available, names are put onto a waiting list. These are our criteria for admission:

- Children with a Statement of educational needs (SEN)
- Exceptional medical or social reasons
- Brothers or sisters already in attendance
- Geographical proximity

Children are admitted in the September of the school year in which they become five years of age. When joining our Reception class, we have a well-established induction procedure to ensure the smoothest transition possible, we invite the children to visit their new class - it is important to us that your child settles quickly and feels happy and secure.

Matters relating to your child and family background are treated confidentially. To help us effectively meet the individual needs of your child, it is important however, that we are given as much relevant information as possible. Before your child can start school you will be required to complete the school admission form. Parents and carers who are considering applying for a place are welcome to visit the school by appointment.

Behaviour Management

At Alt we have developed, Our CODE OF CONDUCT with the children (you will find this on the next page). It is vital that all children, know and understand the importance of the code.

As staff, we know that children give their best when they are involved in interesting work which is well matched to their needs and ability and **presents a challenge**. They should, be actively involved in their own learning.

We want all children at our school to be happy. Good behaviour enables the children to reach their full potential. We see good behaviour as:

- being respectful towards other people and their possessions;
- making the right choices and following school rules
- being helpful and co-operative;
- being polite and friendly;
- being quiet, when appropriate, and hardworking and communicating effectively with others.

These ideals of behaviour are supported by both teaching and non-teaching staff, at every opportunity. By positively reinforcing appropriate behaviour, good behaviour is highlighted at it occurs.

We believe that good behaviour cannot be taken for granted.

Where there is good social behaviour we believe that: children can achieve (their full potential) and have academic success. Children will encourage one another to behave properly. Teaching and learning will be more effective because less time is spent on dealing with poor behaviour problems.

Good behaviour is a necessary condition for effective learning to take place. It is also an important outcome of education that parents and the community at large should rightly expect.

Our children deserve the best possible educational outcomes we realise that this is only possible when teachers and parents work together in the best interests for the child. This is particularly true in the area of behaviour and motivation.

It is important that teachers are able to both apply the rules and consequences to all children and also to make sensitive judgments in exceptional cases.

Accurate assessment of a child's ability to behave well is important. It is equally important that these assessments are shared by all adults involved with the child. Various strategies are to support behaviour issues.



Behaviour and Consequence Ladder



Eye Contact

1st Verbal
Warning

2nd Verbal
Warning

Move peg onto
1st space

Move peg onto
2nd space

Move peg onto
3rd space

5 detentions

Parents Informed

School Uniform

At Alt Academy children are expected to wear school uniform. We believe that children who come to school clean and smartly dressed in full school uniform will have a better attitude towards their work and school.

School uniform is:

- Grey trousers
- Grey skirt or pinafore dress
- Pale blue polo shirt
- Royal Blue sweatshirt with school logo on
- Black, flat, sensible school **shoes** not trainers
- Blue Book bag with school logo on
- Summer dresses are allowed in the summer months

Any other clothing, which falls outside our uniform policy is unacceptable for school

Please ensure that every item of clothing worn to school or personal equipment is clearly labelled with your child's name.

PE Kit

Physical Education is **not** an optional subject. Therefore correct PE kit is essential in order to fully take part in the lesson.

Children require suitable clothing for P.E. and Sports. For indoor P.E. lessons a plain white T-shirt, black shorts and pumps are needed. For outdoor P.E. and games sessions the children need a pair of trainers, joggers and sweatshirt.

Swimming kit

We have made a serious commitment to providing swimming lessons for as many children as possible. This costs a lot of money which is obviously wasted if children routinely miss their lesson.

Therefore, it is vital that swimming kit is brought into school when required. A child will only be excused from their swimming lesson for a strict medical reason, notified to the school by letter. However, a child could miss their lesson, if their behaviour poses a risk to their own or others safety.

For swimming lessons, swimming costume or swimming trunks will be needed (long, baggy shorts are not acceptable) and long hair should be tied back or swimming cap worn. Your child will require a towel.

Attendance and Punctuality

School opens at 8.30am, starts at 8.50am and finishes at:

Lower School 3.10pm Middle School 3.15 Upper school 3.20pm

Nursery - Morning 8.45am - 11.45pm

At Alt we strive to provide the best possible educational provision for all pupils and we recognize that good attendance at school is essential for all children to enable them to learn and reach their potential.

It is not possible for pupils to learn effectively if they do not attend regularly and punctually.

At Alt we expect parents to support us by ensuring their child attends school regularly and arrives on time each day.

We want to give your children the opportunity to have some more time in school which they will enjoy and also benefit tremendously from. Therefore children can come straight into school as they arrive from **8.30am** for extra reading and morning work.

Absence due to Illness

We know that there are times when children are not well enough to attend school and we ask that parents contact school before 9.30 am on the first day of absence to inform them of the reason for their child's absence so it can be authorised in the register.

School telephone number is **0161 260 0622**

Absence due to holidays

Parents are provided with a holiday pattern for each academy year and are expected to arrange family holidays and visits during the set holiday times i.e. two weeks at Christmas, two weeks at Easter and six weeks in the summer.

Year 6 children should not be taken out of school during SATs week, which is in May. There is no opportunity to take the tests at another time.

We will not authorise holidays in term time. Please do not request them or take them. Thank you

When children are absent from school for long periods they miss out on vital learning and this affects their progress in school and some children may never catch up again.

We do contact parents daily if their child is absent.

We also send home termly Red, Amber and Green letters indicating how your child's attendance has been for the term. Please ensure your children's' attendance is good and does not fall below 96%.

Punctuality is very important as the morning session is when teachers outline plans for the day and children often feel uncomfortable entering a class that has already started. Also, late arrivals can often cause disruption to the whole class. We strongly believe that by instilling the importance of good attendance and punctuality provides children with a positive ethos of attending school and offers them greater opportunity to succeed.

Curriculum

Alt Academy provides a broad, balanced curriculum which meets National Curriculum requirements and is differentiated to meet the needs and abilities of the children. We plan our teaching and learning thoroughly to enable each child to reach for the highest level of personal achievement. A variety of teaching methods are used, including, whole class teaching, group work and individual teaching. Your child will spend the main part of their time at school on the core curriculum. The remainder of their time will be spent on studying the foundation subjects, having learning experiences and developing their social, moral and cultural understanding.

In accordance with the requirements of the National Curriculum the school teaches the following subjects:

Core Curriculum Subjects: English, Mathematics, Science, Computing and RE.

Foundation Subjects: Design Technology, History, Geography, Art, Music, P.E. French and Drama (at KS2).

Much of the curriculum is taught through carefully planned topics, which may focus on specific subjects. Children in Reception class work towards Early Learning Goals in six areas of experience which lead towards the National Curriculum. In the Early Years, children also learn through structured practical / play activities.

Religious Education is also studied and the school follows LEA guidelines in delivering this.

Sex education is taught in Years 5 and 6, it involves children participating in a short series of discussions during the summer term. The school has a strong Personal, Social, Health and Moral Education policy which covers many issues including health, hygiene, growth, drugs, making responsible choices and bullying. Regular class circle time activities and talks by the school nurse support this area of the curriculum.

S.E.N. (Special Educational Needs)

At All children are valued members of our school community. Our aim is that all children will reach their potential by learning in a safe, supportive environment where individual needs are met.

Throughout their school life children may experience difficulties in areas such as learning, behavioural, emotional or physical needs.

Any such needs that are identified by parents or school will be discussed and concerns shared at the earliest possible opportunity.

The class teacher and SENCO (Special Educational Needs Coordinator) will then work with parents to discuss strategies to support their child. This may take the form of differentiated learning, written targets to be worked on in either class/home, support allocated to work in class or as an intervention /catch up programmes.

Sometimes it is necessary to seek advice from outside agencies such as the SEN Service, School Nurse/Doctor, Reflections, Education Psychologist Service, Speech and Language therapy, Visual Impairment and Hearing Impairment Services to access extra support.

We will always work closely with parents and these extended services to provide the best educational opportunities we can for every child in our school.

General Information

Extra-Curricular Activities

There is a wide range of extra-curricular activities offered on a regular basis. Please encourage your child to take part in these activities. At Alt we believe that these activities help to broaden your child's learning, encourage their acquisition of Key Skills and enable them to meet with teachers in a more relaxed setting. Some clubs may be limited by number or to certain year groups.

Homework

All children are given homework according to their age and development. Please do your best to encourage your child to get into a routine and do this work in a quiet place where he/she can concentrate on the task. Class teachers will inform you about arrangements for homework in your child's class. Regular reading practice is important at Key Stage 1 and 2 so please encourage your child to read at home.

Communication with parents

Letters and newsletters will be sent home throughout the year informing parents about what is going on in school. If you have any concerns about your child please do not hesitate to discuss these with your child's class teacher. If you have other concerns the Principal or Deputy Principal will be happy to discuss them with you. It is advisable to make an appointment so that staff can set aside enough time to discuss your concerns. Please realise that immediate appointments on demand are not always possible.

It is always best to talk to your child's class teacher in the first instance.

Trips

We take the children on educational trips on a regular basis. For most trips a voluntary contribution will be requested. Details of trips will be sent in advance to parents with times, dates and costs etc. For all trips out of school, a consent slip will need to be signed by a parent or guardian. School has the right to exclude any child from a trip if their good behaviour cannot be guaranteed and/or themselves or others. Trips can only take place with the help of your contributions and we gratefully receive all contributions.

Hair Style

We insist on a neat and conservative style of haircut. We do not wish to see any kind of symbol, pattern or wording etched into child's hair. These are not in keeping with the positive image we wish to promote of our school.

Lost Property

It is vital that everything, including coats are clearly marked with your child's name. Please do not send your child to school with expensive PE kit, shoes, clothes or any other items. At the end of term lost property will be put on display to be claimed.

Jewellery

Jewellery should **NOT** be worn in school. A watch, small stud earrings are acceptable. These will need to be **removed** for PE and SWIMMING

Photography and Videos

From time to time photographs are taken of the children either for displays, class/team and individual photographs, publicity for the school etc. Videos may also be taken e.g. at pantomime/other performances. You will be asked to sign a consent form once your child starts school.

Health and Welfare

If a child becomes ill during school time, every effort will be made to contact parents. For this reason, we need an emergency telephone number for the school files. It is very important that such contact information is kept up to date throughout the years of schooling. However, should we fail to reach parents, everything possible will be done to make your child comfortable in school.

Accidents

If your child has an accident in school they will be looked after by a qualified First- Aider. If there are any bumps on the head your child will bring home a letter to let you know and wear a 'bumped head' sticker. If we are worried about your child we will contact you, but if this is not possible we may take him or her to hospital and wait till you arrive.

Medical Checks

During your child's school years, the Local Authority arranges a series of medical checks (e.g. hearing, eyesight and dental examinations). You will be asked to sign a form on admission to consent to these checks. If you wish to make your own arrangements for these checks please inform school in writing. Visits to the hospital, dentist etc during school hours should be in the company of an adult for safety reasons. Children who have such appointments need to be collected by an adult and will not be allowed to leave school unaccompanied, or with anyone under the age of 16.

Medical Information

It is necessary to let the school know of certain medical conditions. Particularly those which could impede progress, lead to serious discomfort or illness. We do not give out routine medicines to children at school. We request that parents do

not send children with routine tablets, lozenges etc. However, sometimes it is necessary to administer medicines in school because a child has a medical condition which necessitates regular medication. This must be discussed with the Deputy Principal so that we can comply with Health and Safety regulations.

So that we know how to help your child, personal information which may affect the child's learning, is best shared with the school. Such information will be treated in the strictest confidence by the school and would enable us to provide special support if needed.

Children who need an asthma spray should always keep a spare one in school - Please ensure the relevant forms have been completed.

School Meals

Breakfast

Alt is a 'Magic Breakfast' school, a free breakfast is available every morning - bagels, cereal, porridge and juice, in the Junior Hall from 8.30am - 8.45am. Children do not need to book in advance. Infant children must be accompanied by their parent.

Snacks

All children in the FOUNDATION UNIT AND INFANTS are provided with free milk and free fruit each day. JUNIOR children can buy fruit, water and milk at the snack stall for a nominal fee. They are responsible for keeping their snack money safe. We do not allow children to bring drinks into school other than water unless they have a packed lunch.

School Meals

We are very fortunate at Alt Academy in the range and quality of the food provided by our catering staff. Food is cooked on the premises and the children have a choice of hot meals, salads/sandwiches and a choice of dessert. Children not requiring school meals may bring their own packed lunches which may be eaten in the dining hall. We strongly encourage parents to provide a healthy packed lunch e.g. fruit, sugar free drinks, cereals. **PLEASE AVOID PUTTING CHOCOLATE BARS IN CHILDREN'S LUNCH BOXES.** Pupils are advised to eat healthily and to show courtesy and good manners at the table.

In the interests of dental health and good general habits, children should not bring sweets/chocolate/crisps/fizzy drinks as part of their packed lunch. **Please note: Chewing gum is not allowed in school.**

Free School Meals

As you are aware all children in Key Stage 1 are entitled to a free school meal. This is called Universal free school meals. School receives extra funding for ALL children who are eligible for FSMs. The money is used to pay for educational trips, after school clubs and extra teachers. We do not want to lose this funding as it could have a big impact on our children. If you think you may be eligible please call in at the school office or call at the Civic Centre, Oldham. Or phone 0161 770 6688.

Dinner Money

Dinner money is collected every Monday morning and should be sent in an envelope with your child's name on and handed to your child's class teacher. The price of school meals is £2.10 per day, and payment for the week should be made on **Monday**. Please send the correct amount in a sealed envelope bearing the

child's name. If you wish your child to change from school dinners to packed lunches, a letter giving **two weeks'** notice is required.

Health and Safety

In order to ensure your child's safety we ask you to emphasize to them that under no circumstances must they ever leave the school premises during the day and they must always follow adult's instructions.

PLEASE ENSURE THAT YOUR CHILD IS **NOT** ON THE PREMISES BEFORE **8.30am** AND AFTER SCHOOL. **THERE IS NO SUPERVISION AT THESE TIMES.**

If your child signs up for an extra-curricular club, please ensure they attend unless you ring us or write a letter to let us know otherwise.

EYFS and KS1 children will not be allowed to go home with anybody who is under 16 years of age and must be brought to the classroom door in the morning.

If you need to take your child out of school during school hours you will need to collect a permission slip from the main office (KS2 Building). Similarly if your child is late (EYFS and KS1) you will need to collect a late slip.

Fire Drills

Fire drills are conducted regularly to ensure that all children and staff are clear about what to do in the event of a fire.

Car Park and Gates

The large school gates are always locked 10 minutes before the start and 10 minutes before the end of the school day. This is for the safety of all children and parents. The car park is **for staff use only**. Please park in a safe place **AWAY FROM THE SCHOOL GATES** when you are dropping off/collecting your child.

Infections/illnesses

Whilst we strongly encourage parents to ensure that their children are in school every day, if a child has an infectious disease/illness they **should not** be sent to school until parents are confident there is no risk to other children or staff.

PROTECTING CHILDREN FROM ABUSE

Parents should be aware that the school will take reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill-treatment, neglect or other forms of abuse, staff must follow Oldham Child Protection Procedures and report their concerns to Oldham Social Services Department. The A.C.P.C Procedures instruct the school to contact Social Services first, where sexual abuse is alleged/suspected. Otherwise in any discussion of

concerns with parents a copy of the Oldham leaflet for the public on a child protection will be shared.

GDPR

In May 2018 the European Union introduced the General Data Protection Regulation (the GDPR) in all of its member states, followed by the UK Government's Data Protection Act (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care.

As an academy we can assure that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).

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

Operation Encompass Letter for parents/carers

Please find below information relating to Operation Encompass, a partnership initiative of information sharing between Greater Manchester Police, Oldham Council and School.



Oldham
Local Safeguarding Children Board



Operation Encompass

Dear Parent/Carer,

Operation Encompass is a partnership initiative which focuses upon dynamic information sharing between Greater Manchester Police, Oldham Council and Schools. The initiative has been developed following local and national learning about the effects and harm upon children who hear or see domestic violence within their home.

We all want to ensure children thrive within the school environment and are able to reach their full potential. This initiative will ensure that where there has been a domestic incident within the child's home, this information is shared on a confidential basis with the safeguarding lead and other nominated key personnel within the school in order that the child's welfare and overall well-being can be monitored and that there is an offer of support from the partnership for both the child, and other family members who witness or are involved in a domestic violence incident.

This type of initiative has already been successfully adopted in other areas of the country.

Safeguarding of children in Oldham is a priority for us and we thank you in anticipation of your support for this initiative.

Further information about support for persons involved in domestic violence can be found at www.oldham.gov.uk or www.endthefear.co.uk

Yours sincerely,

Headteacher

For and on behalf of the
Oldham Domestic Violence and Abuse
Partnership