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Prospectus



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Working in partnership  
**to raise achievement for all.**

# Welcome to Fishtoft Academy

**A warm welcome to Fishtoft Academy. We pride ourselves in being a small country Academy in the centre of its community, raising aspirations and achievement. Throughout the Academy, all are known and valued as unique individuals; self-esteem is fostered, achievement is celebrated and respect and tolerance is encouraged.**

Our Academy has an exceptional atmosphere and children are extremely well mannered, inquisitive, eager to learn and confident. We see ourselves as a forward thinking Academy but promote and instil the timeless values of politeness, thoughtfulness, hard work and caring for each other.

Every member of staff at Fishtoft Academy strives to work in partnership with you, to ensure your child is a happy and confident individual, successful active and independent learner, who reaches his or her full potential whilst also developing aspirations for their future. Children get one chance with their education and at Fishtoft Academy our aim is to ensure that this is nothing but the very best! We do this through the excellent teaching of a rich, extended and balanced curriculum, which ignites curiosity, unlocks talent and realises potential; and secondly, by exercising high-quality care, guidance and support that assures the safety, personal development and welfare of each child.

I would be delighted to meet with you personally, to show you around our wonderful Academy and discuss what we can offer your child.

Head of Academy

## The Academy Day

### Timings of The Academy Day

<b>8:30am - 8:55am</b>	Breakfast Bar
<b>8:45am</b>	Playground Open
<b>8:45am - 9:00am</b>	Open House for Reception Parents (Autumn Term 1 Only)
<b>9:00am - 10:30am</b>	Morning Learning
<b>10:30am - 10:45am</b>	Break Time
<b>10:45am - 12:00pm</b>	Morning Learning
<b>1:00pm - 3:15pm</b>	Afternoon Learning
<b>3:15pm</b>	End of the Academy Day

### Breakfast Bar

From 8:30 a.m. each morning, our Breakfast Bar opens. This facility offers a nutritious breakfast for our children. Cereal, toast, muffins and fruit juice, water or milk will be available for children to choose from. There is no need to book to secure your child's place. Make enquiries at the Academy office if you would like more information about our breakfast club.

### Lunch Time Arrangements

Our delicious hot lunches are prepared and delivered to the Academy by a local provider. All children in Reception and in Years 1 and 2 are entitled to a free Academy meal and we encourage all children to take up this wonderful opportunity. Some children in Years 3 to 6 are also entitled to a free Academy meal and should you require further information it can be obtained from the Academy office. Children who do not choose to have an Academy meal can bring a packed lunch.





## Class Organisation

### Academy Classes

Fishtoft Academy is a 10 place entry Academy. Class sizes are smaller than average and children are organised into mixed age groups. Children are arranged into either three or four classes, depending on pupil numbers and this can vary from year to year.

Traditionally the Academy is organised into three classes.

## Uniform

The highest standards of presentation are required at all times from the children attending Fishtoft. Children must wear correct Academy uniform and no extremes of haircuts or styles are permitted. On health and safety grounds we do not allow children to wear jewellery in our Academy. The exceptions to this rule are earring studs in pierced ears (one stud per ear) and wrist watches. These items of jewellery must be removed for PE activities or parents must cover their children's ears with plasters during the day they have PE.

In opting to send your child to Fishtoft you are agreeing to abide by the Academy Uniform and Appearance policy. All items of Academy uniform - including shoes and plimsolls - should be clearly named to avoid loss or confusion.

### Nationwide School Uniforms

t: 01790 754522 w: [www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk)

### Girls

- White polo shirt with Academy logo/ blouse
- Blue Fishtoft cardigan/sweatshirt with Academy logo
- Mid-grey skirt or trousers (no denim style material, or leggings)
- Blue and white gingham check summer dress
- White/dark-grey/black socks or dark-grey/black tights
- Plain black formal, flat leather shoes

### Boys

- White polo shirt with Academy logo/collared shirt
- Blue Fishtoft sweatshirt/jumper with Academy logo
- Mid-grey trousers
- White/dark-grey/black socks
- Plain black formal, flat leather shoes

### Year 6 only

- Formal collared white shirt
- V-neck blue jumper/ sweatshirt/cardigan with Academy logo
- Blue Fishtoft tie

### P.E. Kit

- Pale blue t-shirt with Academy logo
- Navy shorts/skort/skirt
- White/grey/black socks
- Black plimsolls
- Plain black or navy jogging bottoms and sweat top.



## Curriculum

### Principles

At Fishtoft we adopt a 'stage not age' approach to teaching. For children to achieve they must be happy at the Academy and feel safe and secure. Their minds must be stimulated and inspired. Education can be successful where the children are interested and actively participating. To achieve this, the delivery of the curriculum is varied, imaginative and where possible enquiry based.

From Reception to Year 6, we place a great emphasis on active learning, developing children's confidence and promoting enthusiasm. All children are intrinsically motivated to produce work of quality. All staff encourage children to have a rigour about their work and children are expected to work with purpose and diligence. Challenged by high expectations, our children are expected to think for themselves, work independently as well as in groups or as a class.

Through high self-esteem and confidence, children are encouraged to develop positive attitudes and are expected to show self-discipline; they must accept responsibility for their own actions, are expected to respect others, their feelings and their property. They are helped to understand and respect the lives of those who have alternative beliefs and customs.

### Our Thematic Curriculum

This curriculum centres on the belief that children learn better when their interests and fascinations are allowed to flourish, where they are encouraged to explore subjects in a variety of ways and are viewed in terms of their strengths, not their weaknesses. The curriculum is taught through a four-stage teaching philosophy: Engage, Develop, Innovate, Express.

To engage all children, learning begins with a memorable first-hand experience. Through explore, make and do learning is developed to improve knowledge and understanding. The skills gained from this are then applied to real-life contexts and through a range of creative activities children solve real and imagined problems. Finally, as experts, performers and informers children share and celebrate their achievements.

More information on the curriculum is available on our website or on the Cornerstones Education website.

## Lunch and After Academy Clubs

The Academy works hard to provide a variety of lunchtime and after Academy clubs which are accessible to all year groups at various points in the year. Clubs such as languages, sport, music, craft, gardening and reading are just a few which are offered. All clubs are run by members of staff or qualified experts who have had the necessary DBS checks.

# Phonics and Reading

We believe that learning to read is the most important thing your child will learn at our Academy. Everything else depends on being able to read, so we put as much energy as we possibly can into making sure that every single child learns to read as quickly as possible. To further support your children, to develop good reading habits at home, every child should be engaged with reading every evening.

# Early Years Foundation Stage (EYFS)

The Early Years Foundation stage is the statutory framework for children's development from birth to the end of their first (reception) year in the Academy.

The curriculum is divided into PRIME and SPECIFIC areas of learning. The early learning goals in the prime areas of learning cover personal, social and emotional development; physical development; and communication and language. The early learning goals in the specific areas cover mathematics and literacy. Each of these areas is taught through cross curricular, play based learning experiences both indoors and out and all are equally important.

# Educational Enrichment Visits

We never under-estimate the value of educational visits for young people. It is often the educational visits that one looks back on with fond memories as an adult. At Fishtoft we strive to broaden children's horizons and enrich their educational experience by using creative teaching approaches. These include visits out of the Academy and bring subject-specialists and other outside expertise in to enhance learning.

# Religious Education and Collective Worship

The Academy follows the guidelines of the Local Authority's Agreed Religious Education Syllabus. Fishtoft Academy is non-denominational, however in accordance with the Education Reform Act, a daily act of collective worship takes place. We adopt a broadly Christian ethos and have strong links with the local church. Children learn about the world around them and their own part in the wider world. Emphasis is placed on kindness, compassion, thoughtfulness and respect towards each other, the community around us and the environment.

We encourage all children to respect and value everyone in our rich and diverse Academy community.





## Attendance

Fishtoft Academy recognises that regular Academy attendance is crucial if children are to achieve their potential and strive to provide a welcoming environment for all children. Staff work with children and their families to ensure each pupil attends the Academy regularly and punctually. We kindly request that you keep the Academy fully informed on all matters that might affect your child's attendance or well-being whilst at the Academy.

### Holidays

- By law holidays must not be taken in term time so that children can maintain continuity of learning.
- If there is an exceptional circumstance that means your child must be absent from the Academy during term time you will need to complete a 'Request for Absence' form at least 2 weeks or 10 Academy days prior to the requested absence. This request is reviewed by the Head of Academy and Attendance Officer.
- The Local Authority maintains the legal right to fine parents who take children on holiday during term time.

### Absence Due To Illness

If your child is ill and not able to attend the Academy then you must inform the Academy Office as soon as possible, preferably by telephone on the same day.

### Persistent Absence

Please remember that the early years of schooling are very important as it is underpinning the foundations on which all future learning, especially reading, writing and numeracy, will be built. If a child is persistently absent without a valid reason this will be formally followed up in line with the Academy Attendance Policy. A copy of the Academy's Attendance Policy is available upon request.

## Getting Involved

### Governorship

Our wonderful Governing body consists of representatives of parents, staff and members of the local community. Governors help further the quality of Academy life in terms of achievement of children and making Academy life as rich and stimulating as possible for our children. If you are interested in finding out about being a governor at Fishtoft Academy please ask at the Academy Office for more details.

## Friends of Fishtoft

The newly-established 'Friends of Fishtoft Academy' consists of Parents, Staff and Friends of the Academy.

The aim of this organisation is as follows:

- Organise fun events for Fishtoft children, their families and friends.
- Raise the profile of the Academy in the local community.
- Raise money to further improve our children's education, equipment and their surroundings.
- To make a positive difference and make our children smile!

Without the help of these people, many of the 'added extras' children enjoy would simply be impossible to fund.

## Parent Helpers

Parents are warmly welcomed and encouraged to spend time helping out in the Academy. It could be reading with children, running a club, helping create displays or going on trips. If you are willing and able to volunteer your time on a regular basis please contact the Academy Office. We need you!

## Anti-bullying

Fishtoft Academy is inclusive and we want all children to feel safe and be happy. As such, we operate a zero-tolerance approach to bullying in all its forms. The ethos and caring nature of the Academy is reflected in every aspect of Academy life. Staff always model appropriate behaviour towards one another and to the children. The issue of bullying is covered in assemblies and through a planned programme of Personal, Social, Citizenship and Health Education. Children are regularly reminded that they must report any bullying incidents and the clear comprehensive Anti-bullying policy is known and followed consistently by all staff.

## Our Safeguarding Commitment

Fishtoft Academy is committed to safeguarding and promoting the welfare of all of its children. We recognise that some children may be more vulnerable than others and take a considered and sensitive approach in order to support all our children. We take every reasonable precaution in making the Academy a safe environment for the children. Visitors are requested to sign in and wear a badge. The Academy is fully alarmed. Regular safety checks are carried out on all aspects of the Academy. Any safeguarding concerns should be reported to the Head of Academy who is the Designated Safeguarding Officer. The safeguarding policy is available in the Academy for inspection.

## Your Questions Answered

### Open Door Policy?

- Fishtoft Academy runs an 'open door' policy and teachers are available to talk to you at the beginning and end of the day for quick information ex-change or conversations from 8.45 - 9.00 am/ 3:15 pm.
- Teachers are always happy to answer any questions parents may have and if something needs longer to discuss, appointments can be made at a mutually convenient time.

## What is Inclusion?

Inclusion means that all children have the right to an education which allows them to develop to their full potential. If a child with special needs is not making expected progress, we have high levels of expertise within our Academy and across the Federation to draw upon, as well as that offered by Outside Agencies within the Local Authority.

## Medical Matters

Children will of course at some point fall ill and if this happens whilst at the Academy we will make every effort to contact you at the earliest opportunity. As a result, it is essential that we have up to date contact details for you so if any of these change please do let us know.

Staff cannot be responsible for administering any medicines accept those classed under the Medicines in the Academy's guidance as life-saving, for example inhalers, insulin, epi-pens, etc. (Cough medicines, Calpol, etc. must not be sent in for administering.) If a child is on antibiotics and is well enough to come back to the Academy, parents need to arrange with the Head of Academy a time when they or a family member can come into the Academy to administer the medication themselves.

If your child has any special medical requirements please contact the Head of the Academy to discuss these at the earliest opportunity as staff may require specialist training prior to your child starting the Academy. All staff receive First Aid Training and some are Paediatric First Aid Trained. This is to ensure your children receive the best care during their time at the academy.

## Communication Methods

- **Reading Diary** - Parents are free to use their child's reading diary as a method of communication between home and the Academy.
- **Parents' Noticeboard**
- **Parent Questionnaires** - Sent out to parents annually.
- **Parents' Evenings** - October and February. Here you can meet the teacher, discuss progress and targets and look at your child's work.
- **Annual Reports** - These are written at the end of the Academy year and parents have the opportunity to discuss this.
- **Termly Newsletter** - The Fishtoft Times is sent home and placed on the Academy website.
- **Informal Conversations** - If you have something on your mind we want to hear it so that we can offer help and support. The Head of Academy regularly stands at the Academy gate at the start and end of the Academy day to welcome and say farewell to the children and parents. Please speak to her if you have a concern or worry about any aspect of your child's education.

## Meeting Every Individual's Needs

The Academy has ongoing identification procedures for SEND as part of continuous assessment. We establish as much information as we can regarding a child's individual needs at intake stage. If our experience and expertise indicates that a child has special educational needs we may seek the help of other professionals who specialise in supporting children with learning or behavioural difficulties or physical disabilities. We will always discuss this first with parents and at each stage parents are kept informed and involved.

## Homework

- Homework in Reception Class is kept to a low level and focuses mainly on Literacy. The daily practising of sounds and reading together each evening is all that we ask. Depending upon the stage of development of your child, additional work may be set at the discretion of the Class Teacher.
- Key Stage 1 children still have a focus on developing reading skills. In addition they will have one piece of numeracy homework.
- Key Stage 2 children are still expected to read at home to an adult on a regular basis. They will have literacy and numeracy homework too.

## Admissions Policy

Fishtoft Academy is one of eight Academies which form the Boston Witham Academies Federation and is maintained by the Academy Trust. It serves children aged 4 to 11. As the school is an Academy, the Academy Trust is the admission authority in its own right. All decisions about admissions; including this policy, are determined by the Academy Trust. The Academies adhere to the Admissions and Appeals Code of Practice and work with the Local Authority to offer available places.

Fishtoft Academy's Published Admissions Number is 10. A copy of the Admissions Policy can be obtained from the Academy website or the Academy Office upon request.

## Come and Have A Look at Us

If you are considering applying to Fishtoft Academy for a place, please contact the Academy Office on 01205 363139 and we will be delighted to make an appointment for you to visit, meet the Head of the Academy, have a look around and ask any questions you may have.

