



WEST TOWN LANE
ACADEMY

WHERE LEARNING
IS AN ADVENTURE



THE ADVENTURE BEGINS PROSPECTUS 2018

 WWW.WTL.ACADEMY  0117 377 2295

Dear Parents and Carers,

On behalf of the staff and Governors I would like to welcome you to the nursery at West Town Lane Academy. The nursery opened in 2017 as part of our large 690 place primary academy and has had a very successful start.

Our academy prides itself on the opportunities it offers children, providing a rich and broad curriculum. We ensure that in addition to the statutory curriculum we offer enrichment activities, theme days, extra-curricular activities and residential experiences for children as they move further up the school to provide an 'all round' education. Our vision is to provide learning as an adventure, which we really do strive to do, whether a 3 or an 11 year old.

We invest significantly in our staff and infrastructure at West Town Lane, and so you will find the nursery classes have excellent staff to children ratios (approximately 1:7) and our facilities are superb. The children in the nursery classes use the whole grounds, and not only their own lovely enclosed garden they have as part of their everyday provision. We have a 'forest' area, pond, orchard, allotment, playing field and sports hall for their use.

This prospectus contains a range of information about the whole school and not only the nursery, but if you have any questions please feel free to contact a member of staff.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Hughes', written over a faint rectangular stamp.

Mr. J. Hughes

Headteacher

OUR INFORMATION

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www.wtl.academy

Please note that the administration functions of the academy are all run from the main school building and not the nursery.

Please go to the main reception for enquiries.

Company Registration Number: 7848632 WTL Academy: a company limited by guarantee

CONTENTS

This Prospectus covers a small range of topics relating to our Academy, arranged in alphabetical order, however there is a full academy prospectus available from the website to download. Our website www.wtl.academy is updated on a monthly basis and should also be used a source of information.

SUBJECT	PAGE
Academy Governors	5
Access	5
Admissions	5
Assessment	5
Cars, bikes & scooters	6
Catering	6
Communication	6
Curriculum	7
Dogs	7
Health & Safety	8
Home learning	8
Induction	8
Lost Property	9
Places allocation	9
Policies	9
Safety & security	9
Smoking	9
Support services	10
Uniform	10
UN Rights Respecting School	11
Visitors	12
What happens each day?	12

ACADEMY GOVERNORS

The Governors work to support the academy in its' aims and priorities. They serve for a period of four years and can be parents, teachers, staff, local Council representatives, business people or members of the local community. It is vital to the success of the school that it has an effective Governing Body, helping to ensure that the interests of the children are always at the heart of what we do and setting the strategic vision for the future.

Please contact the office if you would like to know more about becoming a Governor or to see if we have spaces available.

ACCESS

Disabled access to the nursery class is available through the main conservatory door, although access around the building is unfortunately limited due to the nature of the building.

Two parking bays are available, please contact the office if you would like to use one. We restrict vehicle movement on site for children's safety at the beginning and end of each day.

ADMISSIONS

Admission to the nursery classes is made through application to the school office, with offers being made at the beginning of May each year. A full admissions policy is available online, but preference goes to those in public care, siblings and children of members of staff before distance to school.

Once your child reaches mandatory school age, you should apply for our Academy through Bristol City Council as they continue to allocate the spaces on our behalf, even if your child attends the nursery class here.

ASSESSMENTS

The children follow the early years framework. When they begin with us there are a number of baseline assessments carried out. During the year they are assessed on a regular but informal basis, with information being available to parents & carers online using 'Tapestry'.

A summary of our whole school assessment results can be found on the main school website.

CARS, BIKES & SCOOTERS

Parents are asked to take extreme care when driving near the school at the beginning and end of the school day, and no cars are allowed on site apart from school staff. Parents or carers with disabilities may write to the Governing Body to allow access to the site, but must not assume automatic entry.

CATERING

We run our own team of catering staff in-house, whereas the majority of schools commission the service from private companies. We therefore have a lot of flexibility over the menu, and source products as locally as possible. We offer a hot meal for children in the nursery at £2.25 per day, or they can bring in their own packed lunch. If your child brings a packed lunch please ensure they use a labelled, rigid container and that only plastic bottles are used. Children having a packed lunch need to provide their own drink (non fizzy).

Fruit is provided to children each day, although there is a small voluntary contribution of £3 a week for this.

COMMUNICATION

Website

We have a very good website that is updated frequently. It contains details of all aspects of school life, with news on the home page being updated several times a week.

www.wtl.academy

Parents and carers find the 'dates' section extremely useful, as it is always up to date and will include events several months in advance to allow you to plan effectively. The nursery classes follow the same term dates as the rest of the school.

Newsletters

These are sent out monthly by email and on the website. They contain essential information regarding the school including important dates, invitations to events and general information about what is happening in school.

Parent's Meetings

All families with children starting in Early Years are invited to an initial 1:1 meeting with the class teacher for us to learn about your child. This will usually happen during the first induction week of September. At the meeting we will discuss your child and their strengths, and where there are specific issues we can discuss how these can be addressed.

Helpers

We are very grateful to those who are able to offer assistance during the school day. If you feel you are able to help with any activities at school then please let the teacher know.

All helpers in school are referenced with DBS checks, so there can sometimes be a slight delay before you are able to start while we wait for checks to be completed. Training is also available to helpers in school via EduCare.

Coffee Mornings

We hold coffee mornings on a frequent basis for you to come in to school to chat through any issues with school staff. A range of staff are available at these events to help resolve any issues you have. The Coffee Mornings are usually linked to a charity, and we have raised money for MacMillan, UNICEF and Children in Need so far this year.

CURRICULUM

The Foundation Stage curriculum is based on three prime and four specific areas of learning. The outdoor space is a key part of this, and children work outside throughout the year. Coats and wellies are important!

Technology is very much part of the curriculum, and different robots, computers and iPads are frequently used by children in Early Years.

DOGS

With the exception of Guide Dogs, dogs are not allowed on site. We occasionally have 'pet days' in school as part of the children's learning. On these occasions we of course allow a plethora of animals into school, but there will be specific rules around this therefore please check with your child's teacher.

HEALTH & SAFETY

The Academy's Governing Body is responsible for carrying out regular checks. If you have any concerns about an issue relating to the safety of children, staff or visitors to our site you should report these to the school office without delay.

There are trained staff on site in relation to first aid, defibrillation, fire safety, medication and food hygiene in addition to a wide variety of H&S qualifications related to site and building management.

HOME LEARNING

You can do a lot at home to promote the learning skills needed throughout life. This is not an exhaustive list, but activities can include:

- Lots of talk- literally talk about everything you are doing, asking questions and encouraging discussion.
- Encourage your child to talk about their day in nursery, explaining what has been happening.
- Encourage an interest in books, having a variety of books accessible in your home and reading poems and stories.
- Sing nursery rhymes and songs together, even making up your own songs for everyday tasks such as brushing your teeth and tidying up.
- Teach them to put on and take off their coat or simple clothing.
- Please try to make your child as independent as possible in toileting and hand washing, although of course we appreciate accidents will happen on occasions.
- Encourage them to look after their toys and belongings, with routines for tidying up and putting things away.

INDUCTION

The first week of term in September is an induction week when we will invite your child in for a half day session with us as part of a small group. They can learn simple routines and get to know the staff and different zones within the nursery.

During the week we will give you the opportunity to come in and talk to the teacher so that we can work together in the best interests of the children. The children will then start their nursery schooling in the second week of term.

LOST PROPERTY & SCHOOL BOOKS

Unfortunately lost property is a fact of school life. Many items have no name in them making it impossible for us to return them to the owner, and so we would encourage you to label absolutely everything!

Children sometimes lose property belonging to school such as books. On these occasions we ask for a contribution towards its' replacement.

PLACES ALLOCATION

We offer places as per our Admissions Policy (see main website), with each family being offered at least 15 hours of free education. Many families are also entitled to 30 free hours, and information can be found on the website or through HMRC. Each year we also have a small amount of hours that parents can 'top up' for a small fee of £25 per half day on a first come, first served basis.

You can indicate whether additional hours would be required on the initial application form, or please contact the main office during the school year for information on available places. We allocate the 15 or 30 hours of free childcare in half-weekly blocks.

POLICIES

The majority of our Policies can be found on our website, along with information specific to the Academy such as our accounts and funding agreements.

SAFETY & SECURITY

We take every care with the safety and welfare of the children in school. This can cause some inconvenience to adults visiting our site, however their welfare is our priority.

The access to the nursery classes is through the double doors to the front of the conservatory. All other doors are governed by an access system. We have comprehensive CCTV throughout the nursery, both indoor and outdoor, in order to enhance security.

SMOKING

West Town Lane Academy has a No Smoking policy, including e-cigarettes. Staff, parents, carers and visitors are requested not to smoke inside the buildings or within the grounds.

SUPPORT SERVICES

Our Learning Mentor is based in school and works with a wide variety of children and families. Her remit is quite wide, and whilst she may work with families on issues relating to attendance or learning, she is also invaluable in providing pastoral support to children with other difficulties, such as bereavement. A referral to the Learning Mentor will initially be made through the class teacher, Headteacher or Special Needs Coordinator.

We have our own Speech & Language Therapist based in school for two days a week, working with children across the Academy with identified needs.

The school Nurse or a Health Visitor will monitor children with specific health needs. They can also be involved in special needs reviews or cases with Social Care.

Social Care can be helpful in supporting families with complex needs or if going through times of crisis. The Headteacher would usually make Social Care referrals from school, but would liaise with families in the first instance. However, referrals can be made by anyone with concerns over the welfare of a child- in Bristol the agency to contact is 'First Response' 0117 903 6444.

UNIFORM

We are a uniform academy and request you support us in this by sending your child to school in full uniform each day. The uniform consists of:

- White polo shirt
- Blue sweatshirt or cardigan
- Black/ charcoal trousers or skirt
- Optional blue dress for summer
- Children should wear black shoes or trainers.

We find that parents and carers welcome the uniform and we feel that as well as being practical and smart, it fosters a sense of belonging to the school. The items of uniform are available to order online from the website.

UNITED NATIONS RIGHTS OF THE CHILD

We are very proud to be a UNICEF Rights Respecting School. This fits completely with our ethos of keeping the child at the centre of our decisions and actions, and teaches them that they have responsibilities in life towards others.

All the children are taught to distinguish between their 'wants' and 'needs', with this transferring into their human rights. This does not mean that they can get away with everything saying they have a right to it though! Each Right has associated responsibilities, and it is these that we promote in school.

VISITORS

All visitors to the school should report to the main office on arrival unless they have a specific appointment at the nursery. Should you need to collect your child during the day, please go directly to the office where they will be happy to help.

WHAT HAPPENS EACH DAY?

Basically, something different! The nursery class has different zones, with the downstairs and outdoor areas for creative & imaginative learning such as games, paints, water, construction and role play. Upstairs is a quieter area, with soft furnishing for story time, singing, reading and some of our more formal teaching in number and phonics.

The children will spend some of their day on self-directed activities, with other time on taught sessions within a small group.

There are no specific 'breaks' in the morning and afternoon as children will be using the whole learning environment throughout the day. Fruit is available in the learning zones for children to help themselves.