



WEST TOWN LANE
ACADEMY

WHERE LEARNING
IS AN ADVENTURE



THE ADVENTURE BEGINS PROSPECTUS

 WWW.WTL.ACADEMY  0117 377 2295

Dear Parents and Carers,

On behalf of the staff and Governors I would like to welcome you to West Town Lane Academy. We are a popular 660 place primary school taking children from the ages of 3 to 11 years.

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 that provide an 'all round' education. Our vision is to provide learning as an adventure, which we really do strive to do.

An academy is a publicly funded school which operates outside of local authority control. The government describes them as independent state-funded schools. Essentially, academies have more freedoms than other schools over their finances, the curriculum, and teacher's pay and conditions. We are still subject to inspections by OfSTED as other schools are, with our most recent being in 2019.

We have invested significantly in our premises and grounds, offering superb facilities for children. This work has included new buildings, refurbishment, additional classrooms, workspaces and play areas outside. Our Friends of School Committee is very active and the majority of the adventurous equipment outside is due to their hard work. I would encourage you to support them in any way you can as their work has a real impact on the children.

This prospectus contains a range of information about the school, but if you have any questions please feel free to contact the school office. The staff there know virtually everything you would need to know, but if they cannot help they will know someone who can.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Hughes', written in a cursive style.

Mr. J. Hughes

Headteacher

OUR INFORMATION

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

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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 school is available throughout the majority of the building. However, the Keystage 2 area is on two floors with three classrooms being accessed by staircases. There is ramped or same level access to the front and rear of the buildings, and the Discovery and Aspire Rooms have full disabled access. There are several disabled access toilets throughout the Academy.

Two parking bays are available, although access to the school grounds by car is limited, and all persons must adhere to times of day when traffic movement is strictly prohibited.

ADMINISTRATION

To run our school efficiently we ask that parents and carers help us by following these guidelines:

- Please inform a member of staff when collecting a child *other* than your own at the end of the school day.
- Newsletters are important- please read them!
- Security is very important to us- you should only enter the building through the front doors and report to the main office.
- Children should generally be collected from Clubs or After-School Activities from the room in which they are held. This will be made clear to you by the person leading the activity.

We use ParentPay, an online facility, for parents and carers to pay for items such as uniform, school dinners or trips. This is the primary method of paying for items, and each family is given a username and password. Card payments can be taken at the office.

ADMISSIONS

Children are admitted into our nursery in the September following their 3rd birthday. Children start in our reception classes in the September after they are four. Our academy is frequently oversubscribed, and whilst this is positive for us to know we are popular, we appreciate for some families this can be a difficult time if they are not allocated their choice of school. 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.

All parents or carers interested in sending their child(ren) to us are given opportunities to visit in the Autumn. Applications are then invited through Bristol City Council during the winter period, with places offered in late Spring. These dates are decided by the Council and change from year to year. There are then meetings in the Summer term where parents can meet with the staff and get to know the school, and the children also visit us to get to know our setting.

Transfer to secondary education takes place in the September following a child's 11th birthday. Details of these arrangements are available online from the Bristol City Council website, and some schools provide us with information to hand to parents and carers.

ASSESSMENTS

The children undertake many forms of assessment in the school. This can be the day-to-day marking or feedback from the teacher, or their own reflection on their learning.

When the children 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.

Year 1 children have formal phonics checks, and in Year 2 there are again a formal set of assessments.

All Year 2 and 6 pupils undertake mandatory tests. These are a 'snapshot' of attainment, and reflect one aspect of a child's education and learning. The individual achievement will be shared with you at the end of each key stage, and are also available to you on request at the end of each academic year. The children are judged to be either meeting, working below or working above their age related expectations.

You can find a summary of our latest results on the website.

BREAKFAST & AFTER-SCHOOL CLUB

We are very fortunate to have a Breakfast Club running from 7.45 a.m. each morning, plus an After-School Club each evening until 5:45p.m. This can prove invaluable to busy parents or carers. These are all organised by the school using an online system- please see our website on how to register.

We also offer a drop in each morning for older children from 8.30a.m. in the main hall where children can have breakfast and sit quietly until 8.45a.m. They then join their friends on the playground before the beginning of the school day. This is more suitable for children in Years 3 or above.

We have a wide range of clubs after school, changing on a seasonal basis. Please contact the office for further information on what is on offer.

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.

We would ask that you consider walking or cycling to school with your child each day. We have ample storage for bikes and scooters within the school grounds, although for reasons of safety we do not allow children to use their bikes or scooters once within the school grounds as there are too many children and adults around.

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 provide a choice of cooked meal plus a salad bar option on a daily basis, with a packed lunch option on certain days of the week (this changes at different times of the year so please see the menu booklet for details). Halal meals are also available.

There is a Tuck Shop during break where children in Yrs 3-6 can buy fruit, water, milk or other snacks. Yr 2 children can use the tuck shop during term 6. Crisps and chocolate are not permitted at break times.

The kitchen staff are very willing to adapt meals for children with diagnosed medical conditions such as diabetes, but we do require a Doctor's certificate or letter to confirm the nature of the condition. Please contact the school office to arrange a meeting.

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).

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 regularly.

News from the classes are all available so that everyone can see the exciting things we get up to at school. The website also contains information on our curriculum and the expectations for each core subject for each age range.

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.

Caremonkey

We use 'Caremonkey' for contacting parents/carers. The system enables us to send letters, emails and texts. It also allows parents/carers to update information about their children.

SchoolComms

We also use SchoolComms for texting or emailing parents directly.

Both systems are also important as part of our resilience, as it enables us to contact you quickly in times of adverse weather or other incidents.

Newsletters

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

The newsletter is also available on our website to view or download.

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 within the first fortnight of the new term.

In September and October we hold a 'Back to School Night' when there is an opportunity for parents and carers in each class to meet and discuss plans for the year. These evenings are for groups of parents together, and give the teachers an opportunity to provide information on homework, planned visits and the class projects.

During the Autumn and Spring Terms there are further meetings to discuss pupil progress on an individual basis.

Facebook

We have a very popular Facebook page. This showcases class photos, videos of the children, class visits and other WOW events at school, but it is not intended to take over from our main website.

www.facebook.com/WestTownLaneAcademy

Class Assemblies

Over the year the classes present an assembly to which parents and carers are invited. In addition, we hold Christmas productions, a Christmas Carol Concert and summer production. At the end of the academic year we wish our Year 6 pupils well with a Leaver's Assembly.

Helpers in school

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 contact your child's class teacher.

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.

Home School Agreement

Every new parent or carer is asked to sign our Home School Agreement. This is an important document intended to act as a reference point for us all in relation to our roles and responsibilities towards the children.

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 six key areas of learning, ensuring that the children have the skills to be able to learn effectively and work together. 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 Early Years.

The children in Keystages 1 and 2 follow a wider curriculum. English, Mathematics, Science and PE receive the majority of teaching time, with History, Geography, Music, Art, Design & Technology and Spanish (Key Stage 2) taking up the remainder of the school week. Children study Religious Education each week, and Computing permeates all subjects as well as being taught as a discrete subject.

We are able to provide very good computer and technology facilities, with a computer room incorporating green screen for video editing in addition to computers in the classrooms plus multiple mobile sets of laptops and iPads. All classes have interactive whiteboards to allow learning to become even more exciting and real, and all are connected to the internet.

Sex Education is covered within our framework for Personal, Social and Health education. Our Sex Education Policy is available from the school office, and parents and carers are invited to see the materials used in elements of the programme should they wish. You have the right to withdraw your child from RE and Collective Worship if you wish, and this should be discussed with the Headteacher.

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.

ENRICHMENT ACTIVITIES

The children will go on a number of trips and visits whilst at school. These range from local visits around the area such as St Luke's Church or Tesco, to sites further afield such as the Roman Villa at Caerleon, @Bristol, Bristol Zoo, City Museum or Longleat. Years 4 and 6 are offered residential trips.

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.

HOLIDAYS

Holidays are not authorised in term time, and other absences will only be authorised in exceptional circumstances. We publish our term dates over a year in advance in order to help you plan your holidays around them.

JEWELLERY

Jewellery is limited to one pair of stud earrings and a watch. Nose studs, necklaces or bracelets are not to be worn for safety reasons and all items of jewellery must be removed for PE lessons.

We are not responsible for any items of jewellery brought in to school.

LOST PROPERTY & SCHOOL BOOKS

Unfortunately lost property is a fact of school life. Every week many items end up in lost property and remain unclaimed. Many items have no name in them making it impossible for us to return them to the owner.

Could you please ensure that all items of school clothing are clearly labelled and encourage your child to be responsible for their own property. Lost property is stored outside the office, but is recycled or disposed of at the end of each term.

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

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.

We hope that your involvement with all of us at the school will be a happy one. However, please see your class teacher if you have any concerns and they will do their best to resolve things for you.

Where this is not successful a member of the leadership team can be involved- please see the office for a complaints form so that we can refer the issue to the most appropriate person.

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, as access must be through the front entrance during the school day.

The school has several items stolen each year from 'walk-in' thefts therefore a number of security measures are in place to help prevent this and ensure we provide a safe environment for the children and staff. Everyone entering either building will be recorded on CCTV surveillance, and the doors are governed by a swipe card system that will only allow members of school staff to unlock the door. All visitors are also logged on an electronic system, with individual badges being printed with photo ID to ensure everyone knows they have permission to be in school. This also then forms part of our fire procedures.

All items of school equipment are security marked with a DNA coding linked specifically to our school. This makes items easy to trace and identify.

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 building or within the grounds. This also applies to trips and visits where supervising adults are not allowed to smoke in front of children, or if driving children to sporting fixtures.

SUPPORT SERVICES

There is a range of agencies offering support in school to your child.

Our Learning Mentors are based in school and work with a wide variety of children and families. Their

remit is quite wide, and whilst they may work with families on issues relating to attendance or learning, they are also invaluable in providing pastoral support to children with other difficulties, such as bereavement. A referral to Learning Mentors 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 will monitor children with specific health needs. They can also be involved in special needs reviews or cases with Social Care. The Nursing team will work particularly closely with the Early Years children, making sure the basics of height, weight, hearing and eyesight are checked. They also undertake some immunisations.

The Educational Psychologist is available for children who experience learning difficulties or behavioural problems. A set procedure has to be followed before a referral can be made, and parents will be consulted at every stage of the process.

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.

SWIMMING

All children from Year 3 onwards will go swimming at some point during the academic year. We aim to have all children swimming at least 25 metres by the end of Year 6, although this relies greatly on support from home.

There is a small charge for swimming to help cover the cost of transport. This is greatly subsidised by the school, but helps promote a healthy lifestyle.

UNIFORM

We are a uniform academy and request you support us in this by sending your child to school in full uniform each day. If your child is not able to wear uniform on a day for a particular reason they should bring a note of explanation.

The uniform consists of:

Red or white polo shirt

Red sweatshirt or cardigan

Black/ charcoal trousers or skirt

Optional red dress for summer

Children should wear black shoes.

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 from the school office, including some second hand items at a reduced price.

Our PE kit consists of a white T-shirt with navy shorts. During the colder months the children should wear a tracksuit for outdoor sports.

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 **everyone** is entitled to specific rights.

We believe in the teaching and learning about rights, through rights and for the rights of others.

WTL endeavour to provide an environment in which all children have the opportunity to enjoy the full range of their rights and understand the importance of respecting the rights of others.

VISITORS

All visitors to the school should report to the office on arrival where they will be asked to log in and be given a badge that should be worn during their stay on site. Staff will challenge anyone in the building not wearing a visitors' badge, and they may be asked to leave the premises.

Should you need to collect your child during the day, please go directly to the office where they will be happy to help.

WATER

We encourage all children to bring bottled water to school, which they can top up during the day. This ensures their brains are suitably hydrated and ready to learn! Squash is only permitted with a packed lunch. There are water fountains located at various points around the building for children to top up their bottles.