



Admission Pack





WELCOME

Welcome to Martlesham Primary Academy. We are delighted you have chosen us to educate your child.

The school has been part of the REAch2 Academy Trust since April 2016. One of the many benefits for working for a multi academy trust is the partnership with other schools across the trust. The trust prides itself on the following touchstones Learning, Inclusion, Leadership, Integrity, Enjoyment, Responsibility and Inspiration. These touchstones are embedded in everything that we do at Martlesham Primary Academy.

All staff are fully committed to providing exceptional learning opportunities for all of our pupils. In September 2017 we launched the Cornerstones Curriculum and we have seen this bring learning across the curriculum to life.

We are here to help ensure your child's transition to our school is as smooth as possible so if you have any questions or queries please do not hesitate to contact us.

Mrs Sarah Donovan is our Admissions Lead and she can be contacted on email at office@martleshamprimary.org or via the school office on 01473 624409.

If you would like to receive this pack in hard copy please let us know.

Martlesham Primary Academy Aims

Provide quality learning and teaching through a stimulating curriculum.

Provide a supportive and caring environment, which promotes respect and consideration for all.

Encourage and celebrate achievement, with high expectations and develop resilient lifelong learners.

Ensure equality of opportunity enabling everyone to make the most of their abilities, interests and talents.

Prepare children for life in modern Britain and the wider world.

Our Curriculum Aims at Martlesham Primary Academy

It is our aim that by the time the children leave ready to transition to the next stage of their education, they are equipped with the academic skills and knowledge, and have developed the personal attributes needed to enable them to become successful citizens in modern Britain.

Our curriculum is planned and sequenced so that new knowledge and skills build on what has come before. The academic learning is underpinned by a strong emphasis on personal development and social skills so that children make and maintain healthy relationships. They learn responsibility and develop a sense of self so that they understand and value their place in the world.

The curriculum at Martlesham Primary Academy main aim is to provide a wide range of learning opportunities and experiences. It is our desire that children and their families value their learning and the range of opportunities that are available.

Our Curriculum Key Drivers

These are our five learning powers; these are embedded in everything that we do and enable all learners to be successful:

- Respect
- Responsibility
- Resilience
- Aspiration
- Collaboration

PERSONAL DETAILS			
Legal Surname (On Birth Certificate)	Legal Forenames	Gender	Date of Birth
		Male / Female	
Please bring original birth certificate for proof		Date Seen:	
Verified	Name:	Date:	
Preferred Surname			
Preferred Forename			
(This name will be used on books and pegs etc.)			
Address			
Post Code			
Contact Number			
PARENT / CARER 1			
Title	Mr / Mrs / Miss / Ms (please delete)		
Full Name			
Date of Birth*			
Address			
Post Code			
Home		Mobile	
Work		Email	
National Insurance Number*			
* This is a requirement for universal Free School Meal entitlement			
Relationship to Pupil			
To be contacted in case of emergency?			YES / NO
PARENT / CARER 2			
Title	Mr / Mrs / Miss / Ms (please delete)		
Full Name			
Date of Birth*			
Address			
Post Code			
Home		Mobile	
Work		Email	
Relationship to Pupil			
To be contacted in case of emergency?			YES / NO

FURTHER EMERGENCY CONTACT DETAILS (Please put in order in which we should contact)			
Title	Mr / Mrs / Miss / Ms (please delete)		
Full Name			
Address			
Post Code			
Home		Mobile	
Work			
Relationship to Pupil			

Title	Mr / Mrs / Miss / Ms (please delete)		
Full Name			
Address			
Post Code			
Home		Mobile	
Work			
Relationship to Pupil			

Title	Mr / Mrs / Miss / Ms (please delete)		
Full Name			
Address			
Post Code			
Home		Mobile	
Work			
Relationship to Pupil			

RELIGION (Please state none if applicable)			
Ethnicity			
	White: British		Asian or Asian British: Indian
	White: English		Asian or Asian British: Pakistani
	White: Gypsy/Roma		Asian or Asian British: Bangladeshi
	White: Other		Asian or Asian British: Other
	White: Eastern European		Black or Black British: Caribbean
	White: Western European		Black or Black British: African
	Mixed: White & Black African		Black or Black British: Other
	Mixed: White & Black Caribbean		Chinese
	Mixed: White & Asian		Portuguese
	Mixed: Other		Any other ethnic group
	Prefer not to say		

Country of Birth			
Nationality			
First Language	English	Other	(please state)
Language at Home	English	Other	(please state)
Does your child have a parent currently serving in the UK military?			YES / NO
(If yes please provide ID so that additional funding can be claimed)			
Please detail any court orders applying to the pupil (e.g. Ward of Court, Legal Rights of Access etc.)			
Siblings	(If your child has any siblings who attend the school, please provide their names)		

Doctor	
Practice	
Address	
Post Code	
Contact	

SPECIAL NEEDS			
Does your child have a statement of Special Educational Needs?			YES / NO
Are they on a Special Needs Register?			YES / NO
Are there any Outside Agencies involved? (please tick as appropriate)			
Educational Social Worker		Educational Psychologist	
Social Services		Speech Therapist	
Other (please state)			

MEDICAL		
It is important we know any medical information your child suffers from and the treatment they might need in an emergency.		
Does your child have an allergy?		YES / NO
If yes please give details		
Does your child have a medical condition we should know about?		YES / NO
If yes please give details		
Does your child need to have regular medication in school?		YES / NO
If yes please give details		
<i>If medication is to be given in school you will need to complete a consent form.</i>		
Does your child have any dietary requirements?		YES / NO
If yes please give details		

PREVIOUS SCHOOLS	
Pre School Attended or Previous School Attended	
Additional Information and Comments	

SCHOOL REPORTS			
Each year one school report is produced for each child. Please indicate here if you require an additional report to whom it should be addressed.			
Name			
Relationship to pupil			
Address			
PERMISSIONS			
MEDICAL			
It may be necessary for your child to receive first aid or urgent medical treatment either at school or offsite on trips / activities.			
I give permission for my child to receive first aid or urgent medical treatment.			
Signed		Dated	
SHORT WALKS			
From time-to-time teachers take children on organised school outings as part of their studies. You will receive a letter informing you of this and seeking your permission. However, there are times when the teacher needs to take the children on a 'short walk' in the local area as part of their study. The teacher will always be accompanied by another adult and the visit will usually be less than 1 hour. We require your permission for us to take your child on a short walk when necessary. Please sign below if you give permission.			
I give permission for my child to go on short walks in connection with their studies.			
Signed		Dated	
PHOTOGRAPHS / VIDEOS			
We often take photographs of the children taking part in activities in school. These can be displayed in school, photo albums, the school website, and the school social media accounts e.g., school Twitter and Facebook. Parents are also allowed to purchase photos taken and certain activities e.g., the school Christmas play. We do need your permission for us to be able to take your child's photo or make a video recording of them and ask you to fill in the slip below.			
I give permission for my child to photographed / videoed for use within school premises.			
Signed		Dated	
I give permission for my child to photographed / videoed for use in school publications.			
Signed		Dated	
I give permission for my child to photographed / videoed for use on the internet / media.			
Signed		Dated	
If for some reason your child leaves Martlesham Primary Academy, are you happy for us to use photos of your child on our website?			
	YES / NO	Dated	

E-SAFETY RULES

All pupils use computer facilities including Internet Access as an essential part of learning, as required by the National Curriculum. Our E-Safety Policy can be found on the school website and a copy is enclosed with this admissions pack.

Parents / carers are asked to sign to show that the e-safety rules have been understood and agreed.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. The school uses approved filters. I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

Signed

Dated

HOW WE WILL USE YOUR INFORMATION

We will use the information you have provided in this admissions form in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals and Suffolk County Council's home to school transport service. We will also use the information to enable Suffolk County Council to keep up to date figures available of school places. We may share your information with other agencies to help you and/or your family receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

I confirm that the above details are correct and I will advise the school of any amendments.

Signed

Name

Relationship

Dated

Home School Agreement

Working Together

We will:

- Have high expectations for your child.
- Encourage them to do their best at all times and set them challenging targets.
- Provide a broad and balanced curriculum relevant to the needs of your child, taking into account the developmental stage they have reached.
- Inform you about what your child will be learning.
- Provide regular opportunities for you to find out about your child's progress.
- Provide regular homework activities to support your child's learning.
- Encourage your child to care for their surroundings and others around them.
- Let you know any concerns or problems that affect your child's work or behaviour.
- Keep you informed about school activities through newsletters and notices of special events.
- Follow safeguarding policy should a concern about your child arise.

As a parent I will:

- Ensure my child attends school regularly and arrives at school by 8.40am.
- Keep the school informed when my child is unable to attend.
- Share with the school any concerns or problems that might affect my child's work or behaviour.
- Work in partnership with the school in support of its behaviour and discipline policy.
- Give support to my child in homework and home learning activities.
- Attend open evenings to discuss my child's progress and attainment.
- Support events in which my child is involved.
- Keep myself informed about my child's education through attending curriculum events and reading letters sent home.
- I will ensure my child is dressed according to the school's uniform policy.
- Report any safeguarding concerns to the school

Parental Declaration

I/We have read Martlesham Primary Academy's Home School Agreement and know the school's expectation.

I/We acknowledge what the school expects from all pupils and parents.

Signed		Name	
Relationship		Dated	

School to Parent Communication

At MPA we use Arbor as our student database. It is a platform for communication via in app messaging, text or email, school trips and activities payments, parental consent, parent consultation bookings, to manage dinner money payments and to manage information.

Parents are able to download the Arbor Parent App which allows you to receive the latest messages from the school, see your child's dashboard and update the information that we hold about both you and your child.

Please fill in the details you wish to use for this system and we will then send you a welcome email from the school office with a link to set a password and how to download the app.

SCHOOL TO PARENT COMMUNICATON FORM			
Pupil Name		Class	
First Contact		Mobile	
Email			
Relationship			
Second Contact		Mobile	
Email			
Relationship			

Communication

At MPA we use a range of communication tools to celebrate the children's experiences. Please look at the range of way we communicate to parents.

Method	What is this for?
School Website	This provides parents with key information about the school.
Twitter	We use this to celebrate events that are happening in school. We also share learning opportunities. This is updated weekly.
Friday Flyer	This is a weekly newsletter that is emailed on a Friday. It outlines key dates and events and celebrates a moment of the week.
In App, Messaging, Emails and Texts	We try not to text parents as we encourage parents to use the Friday Flyer and the website. However, we will sometimes send in app or text messages. We also send letters via email. If you require a paper copy, then please ask at the office as these are always available. The In App message will alert a letter has been sent via email. We do use text messages to inform parents of any head bumps pupils sustain at school.
Dates	We send out a comprehensive list of dates at the start of each term. These are then added to the calendar on the website and shared via the Friday Flyer. Term dates are given a year in advance.
Parent Noticeboards	There is an updated noticeboard in the playground with key information. This is updated weekly. We encourage parents to check this weekly.
Tapestry	This is an online learning journey for children in the EYFS only. Learning opportunities are shared. Parents are encouraged to use and like and comment on posts.
Parent Council	This is a group of parents who have volunteered to be year group representatives and meet with Miss Churchman every half term. Parents are invited to join a WhatsApp group and feedback key issues. Minutes are on the website and on the parent noticeboard.
Reading Diaries	All children are issued a reading diary at the start of the academic year and we use these to comment on the child's reading in school. We expect a child to read a minimum of three times a week and for parents to make a comment in the reading diary.
Communication with Teachers	Teachers are not on the playground in the morning. If you need to communicate with a teacher then we ask that you call the office and ask for the teacher to call you, email the office with your issue or give your child a note for the teacher. Alternatively, speak to them at the end of the day.
Reports	We report to parents twice a year. The annual report is shared in Spring Term and an end of year summary is shared at the end of Summer Term.

Speaking to Teachers

We do not consider any worry too trivial so please do come and talk to us. Our relationship with you is very important. We do expect any meetings to be reasonable and discussions carried out in an atmosphere of mutual respect. We try to be available to parents whenever possible. The best time to see teachers is between 3.15pm and 3.30pm. Teachers are not available at the start of the school day as they are welcoming pupils to class. You can always email the school office to forward communication for class teachers.

School Day

School gates open: 8.40am to 8.45am

The school gate opens at 8.40am and remain open until 8.45am. Please ensure children are not left unattended on the premises before this time, as we cannot accept responsibility for them. Children are not allowed to play on any playground equipment whilst waiting for school to open.

Registration: 8.50am

If your child arrives at school later than 8.50am they will be marked as late, after 9.20am they will be marked as Late after register closes. You will need to enter the school via the office.

Break: 10.30am to 10.45am

The Daily Mile 15-minute run / walk takes place Monday, Tuesday and Thursday. During break time KS1 are provided with fruit.

Lunch: 12.00noon to 1.00pm

Children have lunch together; our reception children always eat first.

End of school day: 3.15pm

The gate is opened at 3.15pm. KS1 and siblings come out of school at 3.15pm and KS2 at 3.20pm. We operate a one-way collection system. Parents come into the playground and teachers will release the children once contact is made with the parent collecting. If your child is in Year 6 and you wish for them to walk home alone, we will need to have a letter or email giving your permission. If there is any change of arrangements for collection at the end of the school day, please make sure the school office is informed in advance of collection.

After School Clubs: 3.15pm – 4.15pm (This is our current offer)

Monday	3.15pm to 4.15pm	Airborne Fit	Nikki Chapman
Tuesday	3.15pm to 4.15pm	Netball Team – Years 3, 4, 5 and 6	Mrs Hazelton
Tuesday	3.15pm to 4.15pm	Football Team – Years 4, 5 and 6	Mr Lazarus
Wednesday	3.15pm to 4.15pm	Gymnastics – All Years	Mr Overett
Thursday	3.15pm to 4.15pm	Commercial Dance – All Years	Miss Bobbie
Thursday	3.15pm to 4.15pm	Multi-Sport – All Years	Mr Overett
Friday	3.15pm to 4.15pm	Football – Years 1 to 4	Mr Overett

For the clubs each session can take a maximum of 20 pupils and bookings can be made on Arbor. If each session become full, pupils will be placed on to a waiting list. We allocate sport funding money to offer these sessions and the charge is therefore £2 per session, payable half termly in advance.

The dance session is run by Bobbie Silen and is booked and paid for on Arbor also. The cost is £4 per session, payable half termly in advance.

The Netball Team and Football Team sessions are by invitation and there is no cost for these.

Term Dates 2023 - 2024	
<u>Autumn Term 1</u>	Thursday 7 September - Friday 20 October (PD Days 4, 5 and 6 September)
Half term	Monday 23 October - Friday 27 October
<u>Autumn Term 2</u>	Monday 30 October - Wednesday 20 December
Christmas Holiday	Thursday 21 December - Tuesday 2 January
<u>Spring Term 1</u>	Thursday 4 January - Thursday 15 February (PD Day 3 January and 16 February)
Half term	Monday 19 February - Friday 23 February
<u>Spring Term 2</u>	Monday 26 February - Thursday 28 March
Easter Holiday	Friday 29 March - Thursday 11 April
<u>Summer Term 1</u>	Monday 15 April - Friday 24 May (PD Day 12 April)
Half term	Monday 27 May - Friday 31 May
<u>Summer Term 2</u>	Monday 3 June - Friday 19 July
	PD Days
	Monday 4 September 2023
	Tuesday 5 September 2023
	Wednesday 6 September 2023
	Wednesday 3 January 2024
	Friday 16 February 2024
	Friday 12 April 2024
	Bank Holidays
	New Years Day Monday 1 January 2024
	Good Friday 29 March 2024
	Easter Monday 1 April 2024
	May Day 6 May 2024
	Spring Bank Holiday Monday 27 May 2024

Pupil Premium

Is your child entitled to Pupil Premium funding and Universal free school meals in Years 3 to 6?

If they are then we will put £100 into your school money account for you to pay for trips or any other school related charges.

Registering for free meals could also raise an extra £1,385 for the school to support your child and to fund valuable support like extra tuition, extra resources, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed below. It is therefore important to sign up for free school meals so that your child's school receives as much funding as possible.

If your child is eligible for and has been registered to receive free school meals between 1 April 2018 and the end of the rollout of Universal Credits (currently expected to be March 2024), they will remain eligible until they finish the phase of schooling (primary or secondary) they are in at the end of Universal Credits rollout. This is regardless of any change to your circumstances.

Your child will get free school meals if you receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

It is really easy to check online by completing a quick and easy form at:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/>

You will get an immediate response and confirmation email after you've completed your application. Suffolk County Council will contact us directly to confirm that your child is eligible for free meals and when this will start.

If you would like any help in applying, then please do not hesitate to contact the school office and we will go through the process with you.

School Meals

The school's Catering Team is Carol Kemp, Catering Manager, Caroline Swale, Catering Assistant with Ruta Matuleviciene and Rachel Nicholls, Midday Supervisors.

As Catering Manager Carol is passionate about ensuring pupils eat a balanced, healthy meal daily and offering a personal service to pupils. We recognise school plays an important role in promoting healthy eating habits to children. As well as ensuring school food provides healthy balanced and nutritious meals with the appropriate amount of energy and nutrients pupils need. Children need nourishment throughout the day, especially during their busy days at school and the team are ready to ensure there are plenty of delicious, freshly prepared meals ready.

Our emphasis is on serving food children recognise, using quality seasonal ingredients from local suppliers, cooked in a healthy way, full of flavour with great presentation and a choice that appeals to children and enables them to enjoy a balanced diet. The team works with the school in order to provide consistent messages for children to make healthier choices.

Our menus meet the statutory school food standards as detailed in the School Food Plan. We want the children in our care to stay for a school meal and will make every effort to ensure dietary requirements are met. We also love to engage with the children regarding menu content - though on occasion, expectations need to be managed!

We use local suppliers for our fresh meat produce, salad and vegetables and our recipes use reduced fats and sugars. There is a daily salad bar offering a minimum of 8 choices, as well as a choice of vegetables. A minimum of two desserts a week contain 50% fruit, but fruit is always available for all children as part of their dessert or to have as their dessert.

We also run incentives for the children regarding food choices, food waste and good manners. Children are encouraged daily to show the catering team they have finished all their lunch and are rewarded with choosing a sticker. We also have the top table every Friday with children chosen to eat here for their good manners, politeness, eating a good range of different foods and being helpful with younger children. This applies to children eating both a school dinner or packed lunch.

We have Fruity Friday when all children (school dinners or packed lunch) are able to help themselves to the fresh cut fruit platter. This is proving very popular with pupils. Also popular is the birthday crown to celebrate pupil's birthdays.

The school operates a three weekly menu system and menus are on the school website.



Martlesham Primary Academy



Our Uniform

Our uniform is provided by PMG Schoolwear and can be purchased online or at their Ipswich store.

<https://www.pmg-schoolwear.co.uk/school/martlesham>

We currently have stock of KS2 ties available from the school office.



School Uniform

- MPA Navy Jumper / Cardigan
- MPA Purple Jumper / Cardigan (Year 6 Only)
- White Shirt
- School Tie
- Charcoal Grey Trousers / Skirt / Pinafore Dress
- Black or Grey Socks / Grey Tights
- Black School Shoes (No Trainers)

The children can wear a lilac Gingham Summer Dress with White Socks / Charcoal Grey Shorts for the Summer Term.

Forest Schools Clothing

- Wellies
- Change of Trousers (Jogging Bottoms are perfect)
- Jumper
- Coat
- Hats
- Gloves
- Waterproofs (if you have them)

PE Kit

- Navy T-shirt with Logo or Plain Navy T-shirt
- Black Shorts or Black Jogging Bottoms
- Black Jumper or Sweatshirt (No Hoodies)
- Plimsolls or Trainers
- No branded items