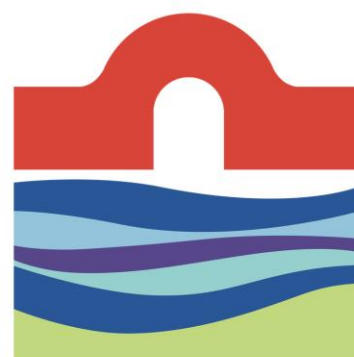


Clifford Bridge Academy



Clifford Bridge
Academy

Parent & Carer Handbook 2022-2023

General information about life at Clifford Bridge Academy
for the start of the new academic year.

Welcome from the Headteacher

September 2022

A warm welcome to all our families at the beginning of the 2022-23 academic year. I hope you find this Handbook useful; it contains information about our School Vision & Values as well as all the key information in one place so that you can refer to it during the course of the year, as you need it.

Please make sure, when you have a moment, you log into your child's new Class Dojo page and/ or Tapestry account (EYFS only). This is an excellent way to see what your child has been up to in school and any additional guidance or prompts from our fantastic teachers. Also, don't forget our Facebook and Twitter pages: 'Clifford Bridge Academy' and our school website <https://www.cliffordbridge.coventry.sch.uk/>

You will regularly find me on the school gates at the beginning and the end of the day so please stop and say hello. I am here to help in any way I can.

Madaleine Morgan

Headteacher



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1. Our School's Vision, Ethos & Values

Nurture

When your seed is planted in our pot we promise to give you everything that you need to grow. We don't know what you will grow into yet but we will notice and encourage your uniqueness. Our broad and balanced curriculum will provide the water that will quench your thirst for learning, our staff will provide the nutrients that you need to thrive and our warmth and care will turn your face towards the sunshine. We promise to nurture your passions and celebrate your growth, in your own space and time.

Curiosity

Curiosity is the helicopter that takes our thoughts higher and higher. The view beneath us gets bigger and bigger with every question that we ask. Like the propellers, as our curiosity builds, new avenues open up for us to explore. At Clifford Bridge, we push boundaries; we believe that if you never try, you'll never know.

Integrity

At Clifford Bridge, our decisions and behaviours start with integrity. This allows us to be brave enough to stand up for what we believe in and challenge ideas that fall outside of our own moral compass. Much like a house, all the windows at Clifford Bridge, big or small, are transparent and strong. Like a window to a bright future, our integrity drives everything that we do.

Joy

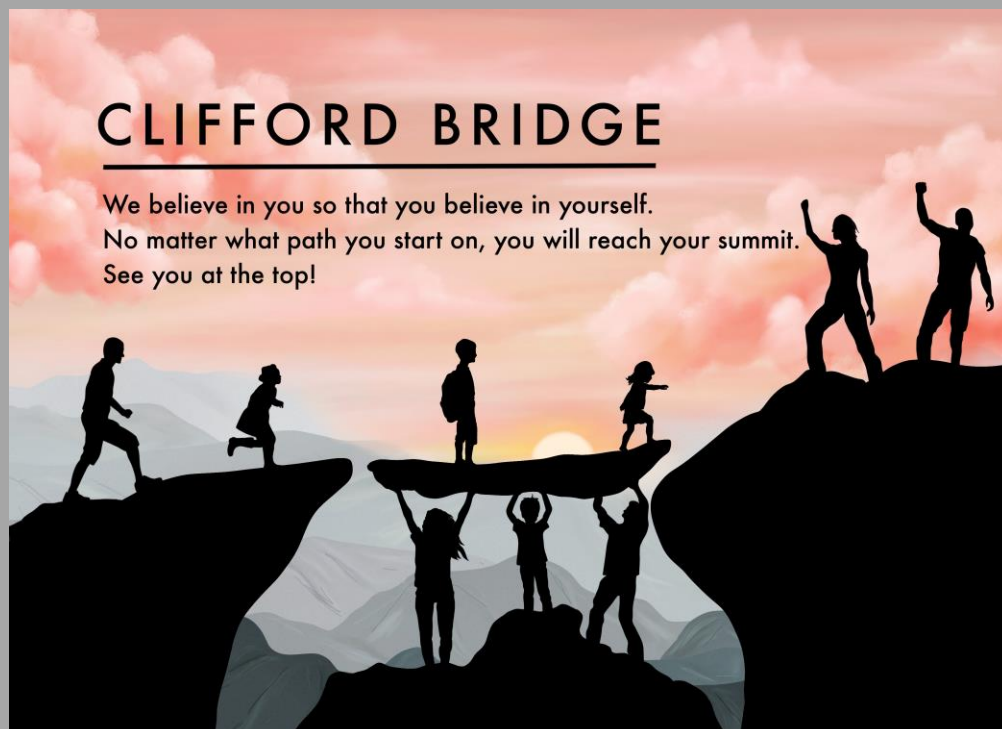
Joy is at the heart of everything we do at Clifford Bridge. Like a warm fire in a cold room, joy is a focal point that radiates warmth and draws people near. Each flicker of pride that we feel for our own achievements and those of others, enables the fire to grow and burn brighter. We aspire to ignite joy in every pupil at Clifford Bridge; through exciting learning experiences, opportunities to excel and lots of fun.

Kindness

Kindness is the base on which Clifford Bridge is built; it is the cement that binds our school's foundations and makes it solid as a rock. It is respect, care and above all, love. Every day we sprinkle kindness wherever we go.

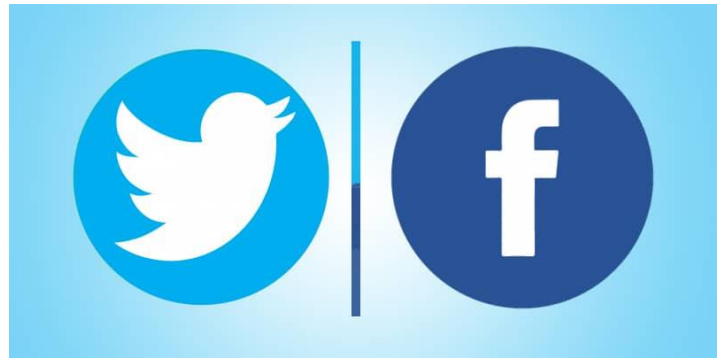
Resilience

We want to give everyone the best gift of all. We want to teach you to love challenges, be intrigued by mistakes, enjoy effort and keep on learning. That way you will have a lifelong way to build and repair your own confidence.





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2. Information Sharing



School Website, Twitter, Weekly Newsletter & Diary for the Term

We are continually trying to improve the different ways we communicate with Parents and Carers at Clifford Bridge Academy.

There are six main ways we regularly share information:

-Social Media: Follow us on Facebook at Twitter to see what's going on in school and links to letters and other information sent home.

-Termly Diary Sheet: Detailing the overview of the term with dates such as trips, parents' meetings and assessment weeks.

-Termly Curriculum Letter: Explaining what the children will be covering in all curriculum areas throughout the term.

-Weekly Newsletter: Celebrating children's achievements and updating dates to the diary. This is a key weekly source of information – well worth a read!

-Class Dojo: As well as sharing pictures of your children's work in class and what's happening in school, it also gives you live updates on events happening that day.

The School Website: Lots of useful resources about the life of the school including policies, more detailed information about the school's curriculum, staff and class information.



The School Office is open from 7:45am until 3:45pm every day to answer questions and pass information onto your child's class teacher.

Parent/ Carer Communication

Rationale

In light of 'moving out of COVID 'and operating in more normal times, I have reviewed, and exemplified expectations parents/ carers should have about volume and frequency of communication from home & school.

We will acknowledge queries and communication within 2 working days, and will respond within 10 working days.

Dojo & Tapestry

Dojo/Tapestry should be reviewed between 8 – 4pm. A response to a Dojo/Tapestry post will be made within 2 working days. If the message is urgent (e.g. a child is worried about something that day etc...), this needs to be shared on the door or please contact the school office.

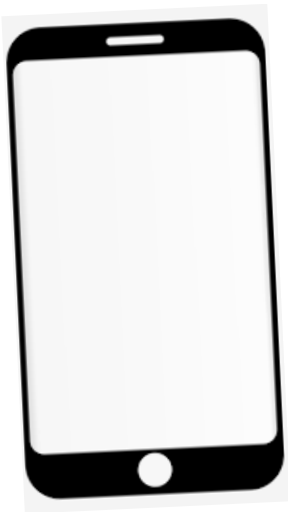
Admin Email Inbox/ Telephone Calls

Reviewed between 8-4pm Monday – Friday.

This should be used by parents to notify about any attendance related issues and will be acknowledged/ responded to during the day the communication has been received.

Pastoral Communication


This should be reviewed and responded to between 9 - 3pm unless deemed a safeguarding emergency.




























3. Class Organisation 2022-23









Class teacher organisation and management responsibility















SENIOR LEADERSHIP TEAM

 Mrs M Morgan- Headteacher		 Mrs R Robinson – Deputy Headteacher		
Mrs D O'Brien EYFS Lead	Miss L Joynson Year 1/2 Standards Leader	Mr S O'Sullivan Year 3/4 Standards Leader	Miss C Jaques Year 5/6 Standards Leader	Miss L Smith Maths & Pupil Premium Lead
				

CLASS TEACHERS AND CLASS-BASED SUPPORT STAFF

Nursery and Reception lead- Mrs D O'Brien									
Clifford Explorers (2 year-old provision)		Mel Harris				Alice Niyonzima			
		Mrs D O'Brien				Mrs C Newsome			
Nursery		Mrs R Dhillon RD		Mr S Wilson RW		Mrs A Harris		Mrs H Dix Mrs J Brain	
Year 1 and 2 lead- Miss L Joynson									
Year 1		Mrs K Gardiner 1G		Mrs K Hodder 1HD		Mrs A Dainty		Mrs L Reyes	
Year 2		Miss L Joynson 2J		Mrs B Gudger 2G		Mrs S Bhoohe		Mrs M Bowskill	
Year 3 and 4 lead - Mr S O'Sullivan									
Year 3		Mrs J Tarka 3T		Mr S O'Sullivan 3O		Mrs A Flynn			
Year 4		Miss L Smith 4S		Mrs E Allen 4A		Mrs S Shergill			

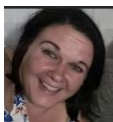
Year 5 and 6 lead – Miss C Jaques					
Year 5		Miss S Every 5E			Mr R Towe
				Mrs Jonck	
Year 6		Miss C Jaques 6J			Mrs S Limb
Cover Teachers		Miss A Payne Teacher		Miss A Forsythe Cover Supervisor	

SCHOOL STAFF					
Pastoral Team	 Ms M Sutherland Pastoral Lead	 Miss C Baynton Learning Mentor			
Play Workers	 B Kailey	 H Acton	 M Attrill		
Site Team	 M Pittaway Site Services Officer	 C Minton Cleaner	 J Hollins Cleaner	 S Hewitt Cleaner	 S Wilkinson Cleaner
Office Team	 Mrs J Hiscox Co-Office Manager	 Mrs L Wanley Co-Office Manager	 Mrs A Bee Admin Assistant	 Mrs L Collins Resources Assistant	

**Lunch
Supervisors**



T Foreman
Senior Lunchtime
Supervisor



S Harper



K Mansfield



K Bassi



M Attrill



M Noon



T Woodbridge



A Illioiu



A Jenkins



G Nowosad



E Brierley

4. Governance

Members, MAT Board of Directors and the Local Governing Body

In a Multi-Academy Trust (MAT) The MAT consists of Members and Directors. The Members are like shareholders and meet once a year. The trustees are responsible for the three core governance functions setting the direction for the schools, holding the CEO & Executive Leadership Team to account and ensuring financial correctness. They meet twice each term, as does the Finance and Standards Committee.

Each school has its own Local Governing Committee (see above). The Headteacher is a member of the LGC. This group meets approximately each half term. The LGC monitors the work of the school both as a critical friend and also by holding the Headteacher to account for the quality of the education and care provided by the school.

They look at performance data, teaching and learning and monitor School Improvement Plan priorities. Governors visit the school frequently during each term. This allows them to know their school as well as question and evaluate current practice.

Members

Bishop Christopher
April Gold
David Bermingham
Tulo Raistrick
Paul Smith



Directors

David Bermingham
David Kershaw
Sybil Hansom
Mark Gore
Mary Aluko
Lisa Hayes
Rachel Mason
Chris Spenser



Sarah Buxcey- Chair



Nigel Evans



Stephanie Jones



Shervin Motamedi



Julie Tarka



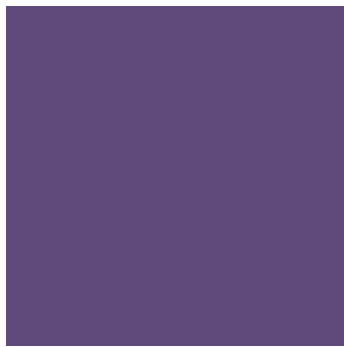
Janine Nettey



Alex Tomlinson



Vacancy



Clifford Bridge
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Attendance Ladder



5. Attendance & Punctuality

Attendance

School attendance is mandatory for all children over the age of 5. We are so pleased to welcome all the children back to school in a safe and happy way. If you have any worries, please do not hesitate to contact one of us.

Punctuality

We expect all children to be in school by 8.55am at the latest as the gates will then be locked to secure the site for all children. If children haven't arrived to school by this time they will need to go to the front office to register that they are late. The classroom doors open at 8.45am.

Attendance information:

- Parents/Carers are asked to call school to give a reason for their child's absence before 9am if they are poorly.
- Parents/Carers will be called by 10am if a child is absent and we have not been given a reason for this.
- If school have not been given a reason for absence and are unable to get hold of parents/carers, then a home visit will be conducted by school staff on the second day of absence.
- Attendance is monitored weekly and parents will be contacted each half term if attendance is below 95%.
- If attendance falls below 90% parents will be asked to attend a meeting with the Head Teacher and Pastoral Lead.
- The Local Authority Attendance Officer may also attend meetings in school.
- A 6-week plan will be put in place to support families and encourage better attendance.
- Parents may be asked to provide medical evidence from their GP where there are consistent absences.
- If attendance has not improved after the 6 weeks then the Local Authority Attendance Officer will prepare a parenting contract which will be discussed with parents.
- If a child's attendance does not improve after all of the above then the Local Authority can start legal proceedings.

Holidays:

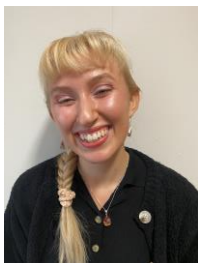
- Parents are required to complete a holiday form for any blocks of time from school (holiday forms can be requested from the school office).
- Holidays are unauthorised except for exceptional circumstances. But it is important that school are aware where children are when they are absent.
- Fixed Term Penalty Notices (£60 fine per parent per child) may be issued by the Local Authority if children have 10 sessions (one week) off consecutively all unauthorised.
- A Fixed Term Penalty Notice for irregular school attendance may be issued to parents by the Local Authority if a child has been absent for 10 sessions (5 days) over a 5 week period.

Non-Uniform Friday

This year we will be continuing to run our whole class reward initiative on a Friday as last year. The best whole-class attendance will be rewarded by children coming into school in non-uniform on the Friday of that week – including the teachers! The cycle will run from Friday – Thursday inclusive. If you child's class have achieved this, we will notify you via School email, Dojo and Twitter. There will also be half termly, termly and annual events to celebrate the children with 100%. **Obviously, children who have regular medical or other appointments will have these excluded from their 100% tally. More information to follow.



Emma Coates - Lead



Sophie Williams



Dawn Elam



Michelle Attrill



6. Before & After School Provision



Boomerang & our range of Clubs

The provision is open from Monday to Friday, offering the following times:

Breakfast Club – 7:45am-8:45am £5

After School Club - Session 1 (3:15pm-4:45pm) £8.50
 - Session 2 (3:15pm-5:45pm) £12.50

Boomerang is fully inclusive and supports children with special educational needs as well as those who speak English as an additional language. Boomerang meets the needs of the children extremely well and staff are able to identify any needs within the provision and adapt where necessary. The staff are fully qualified and update their skills through regular training. There is close communication between the Boomerang staff and the rest of the school staff to ensure no messages or information gets lost between different parts of the school day. Boomerang understands the pressures that are put on parents/ carers with different working patterns and tries hard to accommodate flexible requests where possible.

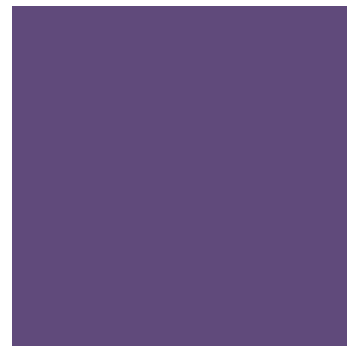
Contact Emma and the team on 07934357830 for more information.

After-School Clubs

We offer a range of after school clubs throughout the year. A termly timetable will be sent to you in advance. Places are on a first come, first served basis.



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7. School Uniform 2022-2023

Including indoor and outdoor PE Kits

We still strongly encourage children to wear school uniform. Our school colours are red, grey and white. From September 2020, when children are having PE lessons, we may minimise the amount of changing children have to do. There may be some PE sessions where children only put on their PE footwear instead of getting fully changed into their PE kits. This will be reviewed each half term in line with the main COVID-19 school risk assessment.

- A school sweatshirt or cardigan
- A white polo shirt, white shirt or white blouse
- Grey trousers or tailored shorts, pinafore or skirt
- Grey tights or grey or white socks
- In summer: A red checked or striped summer dress
- grey tailored shorts or grey skirt and a white polo shirt
- Socks should still be worn with summer uniform

Flat, black sensible shoes should be worn to school - not high heels. If trainers are worn they should be black in colour. Stud earrings may be worn, but we request that no other jewellery should be worn unless for religious or medical reasons. Please could you speak to the class teacher to explain individual requirements. Please label each item of clothing with your child's name, so that lost clothing can be returned quickly to the owner.

Key Stage 1 PE

- A small, named, drawstring kit bag (no sports bags as there is not room for these in our small cloakrooms).
- T- shirt, shorts and elastic-sided or Velcro plimsolls.
- Hair should be tied back, if worn long, to minimise the risk of entanglement. Please tie your child's hair back before school unless s/he is able to do this promptly while changing for PE.

Key Stage 2

P.E.

The basic information and P.E. kit are similar to Key Stage One,

Extra items needed in Key Stage Two are:

For PE

- Boots or outdoor shoes suitable for football, which is played on grass, weather permitting.
- Suitable trainers/plimsolls for playground games such as netball or hockey.
- Plimsolls for indoor gymnastics. (Trainers are not suitable for apparatus work).
- Track suits/sweatshirts (may be worn outdoors in cold weather).

The school policy for P.E. lessons is based on good health and safety practice. For indoor PE activities (except high-impact games such as basketball) pupils may work in bare feet.



Please ensure all your children's clothes and other belongings are labelled!





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Term	Pupil Dates	Teacher Training Days (School is closed to pupils on these days.)
Autumn 2022	Autumn Term 2022 Wednesday 7 September to Friday 16 December	Monday 5 September 22 Tuesday 6 September 22
	Half Term Break Monday 24 October to and including Monday 31 October	Monday 31 October 22
	Christmas Holiday Monday 19 December to Wednesday 4 January	
Spring 2023	Spring Term 2023 Thursday 5 January to Friday 31 March	Tuesday 3 January 23 Wednesday 4 January 23
	Half Term Break Monday 20 February to Friday 24 February	
	Easter Holiday Monday 3 April to Friday 14 April	
Summer 2023	Summer Term 2023 Monday 17 April to Tuesday 25 July	
	May Day Holiday Monday 1 May	
	Half Term Break Monday 29 May to Friday 2 June	
	Summer Holiday Starts Wednesday 26 July	

- No term time holiday / long weekend / day trips will be authorised (unless in exceptional circumstances)
- A form must be completed to indicate dates of any absence (which will be recorded as unauthorized unless indicated by Headteacher) other than illness.



9. Inclusion

Including Special Educational Needs

SEND at Clifford Bridge Academy

Not every child finds learning easy all the time. At Clifford Bridge Academy we understand that effective provision for pupils with Special Educational Needs is vital to ensure all children reach their full academic and social & emotional potential. The SEN Code of Practice (2014) describes a child or young person as having SEN if they have a learning difficulty or disability, which calls for special educational provision to be made for him or her.

A person has a learning difficulty if he or she:

- Has significantly greater difficulty in learning than the majority of others of the same age, or
- Has a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.

The people responsible for SEND at Clifford Bridge Academy are:

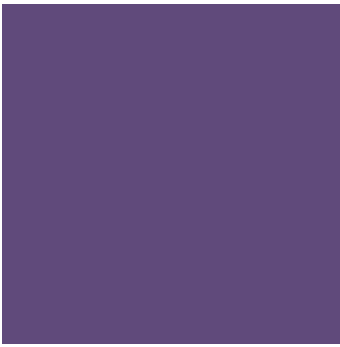
- Headteacher – Mrs M Morgan
- Inclusion Leader – Mrs Robinson
- Inclusion Governor – Alex Tomlinson

For further information about inclusion, follow this link to our website:

<https://www.cliffordbridge.coventry.sch.uk/key-information/inclusion>

Alternatively, please contact Mrs Robinson.





10. The Clifford Bridge Community

Including the PTA and You! Parent Teacher Association (PTA)

Clifford Bridge's PTA consists of parents, relatives and teachers who come together to support Clifford Bridge Academy. Our ethos is to support every single child in the school to allow them to grow and achieve their ambitions. Over the years, we have planned and organised events from fetes to movie nights and have done lots of fund raising activities to raise money and awareness of current worldwide events. We support local charities such as Macmillan and Comic Relief.

We have utilised money raised on projects throughout the school. Last year we put aside the vast majority of the money to go towards purchasing new outdoor equipment and resources for EYFS and Year 1. All parents of Clifford Bridge Academy can join and would be warmly welcomed into the PTA family.

Please look out for letters and postings on Social Media of how we intend to run during this different period.



11. Healthy Eating

Snacks for break and school dinners



Healthy Snacks

In KS1 children do not need to bring snacks as fruit is provided as part of the governments 'Healthy Schools' initiative.

KS2 children should ideally bring a piece of fruit or an equivalent healthy snack. No crisps or chocolate bars. We encourage children to bring and eat healthy snacks at Clifford Bridge Academy at break time.

School Dinners

Catering Academy will continue to provide the children with hot and cold school dinners during 2022-2023 academic year. Half termly menus will be sent out to parents and posted on the school website.

<https://www.cliffordbridgeacademy.org/>

If your child has any specific dietary needs, please do not hesitate to contact the Catering Academy team via the school office. They regularly cater for a full range of children's requirements.

Birthdays

Although we want our children to eat healthily there will be times when the children will bring in sweets and cakes on special occasions such as birthdays and religious celebrations. Please make sure these treats go via the class teacher, so that they can be stored safely and distributed at the end of the day.