

Academy Brochure



HAZEL LEYS
ACADEMY



RESPECT
Each Other



RESPECT
Our Environment
& Community



RESPECT
Yourself



Admissions

Places in the EYFS classes are based on the schools Planned Admissions Numbers for the year group as set out in the Hazel Leys Academy Admissions Policy. Parents considering applying for a place at the school are welcome to visit the school at any time. Please contact the Academy Administrator who will arrange a tour.

Foundation Stage 1 (Nursery)

We have a planned admission number of 39 for F1. We have both full and part-time spaces available. Please contact the Academy Administrator for more information.

Foundation Stage 2 (Reception)

We have a planned admission number of 30 for F2. Children are admitted into mainstream education in the September of the academic year in which they are five. Many children will have had Nursery, F1 or pre-school experience before starting in our F2 classes. They quickly adapt to the longer day. We start all pupils in the Reception Year during the month of September.

You will be invited to visit the Academy before your child starts where you will be able to meet the staff and be given more information. Choosing the right academy for your child is an important decision – you are welcome to make an appointment to look around the academy – just contact the main office. Staff work closely together to ensure that children have a fair and equal provision at Hazel Leys Academy. The Foundation Stage has its own secure playgrounds and facilities.

The academy follows the admissions policy of North Northamptonshire LA.



Pupil Academy Council

The Pupil Academy Council meets every Tuesday Lunchtime with one of our teachers, our HLTA and sometimes other senior leaders. They discuss the important issues that matter to our children. They are central to our work of anti-bullying in our academy. The children are involved in making choices for the academy and include dialogue with their own class council and teachers. The Pupil Academy Council also works with our PTA to support fundraising.

Hazel Leys Academy

Hazel Leys Academy caters for pupils from Corby and for pupils between the ages of 3 and 11. We joined the trust; Greenwood Academies Trust, in September 2015.

We have over 240 pupils in the school arranged into eight classes with additional break out areas and classrooms. We are fundamentally a one form entry school throughout EYFS, KS1 and KS2. As the children get older, they are also taught in small groups and through other arrangements.

At Hazel Leys Academy, we aim to provide all pupils with a stimulating and inclusive educational environment in which everyone feels safe, respected and supported to grow and develop to their full potential. We encourage our children to develop an internal moral code based on British values and a wish to learn and understand how they can improve their own lives through education and first-hand experiences. It is our mission to support and inspire children to achieve their ambitions and become well-rounded adults that are fully prepared for a purposeful and enriched life in the modern world.

We aim to ensure that all pupils in our care receive outstanding learning opportunities and achieve the best outcomes possible; therefore, we have the highest expectations of all staff and the greatest aspirations for all of our pupils.

The academy aims to offer high quality education in a friendly and supportive environment by:

- teaching children to have an internal wish to learn and how they can improve their own lives through education and first-hand experiences

- providing an inclusive curriculum that encourages high standards and engages all children with their learning.
- leading children to have an internal moral code that is based upon British values.
- giving parents the information needed to support their child to learn and behave well.
- staff working hard but enjoying their work because of their visible impact on the children and families.

At Hazel Leys, we know that pupils who have a positive attitude towards their learning will make good progress and be successful; consequently, instilling a 'growth mindset' is important. We want all our pupils to relish challenges, embrace their mistakes as part of the learning process, value the importance of effort, respond carefully to feedback and take inspiration from others. This will help them to achieve, not only with us, but also in their adult lives.

We know that in order for our pupils to fulfil their potential and encourage them to become confident and resilient learners we, as a team, need to be modelling the mindset of a learner who is not afraid of making mistakes but who thrives upon them, knowing that this is all part of the learning process. At Hazel Leys, we consistently endeavour to challenge and develop the attitudes of all pupils and staff towards learning by considering what makes a successful learner.



Collection of Children



The safety and well-being of the pupils at our Academy are a priority and this includes procedures to ensure this is the case at the end of the day. We ask ALL parents to inform the academy office or the teacher in the morning of ANY changes in the collection of children.

Staff WILL NOT release children into the custody of unknown people, even if they are a parent of another child. Please also note it is the academy policy not to release children into the care of siblings under the age of 16 (parental permission is required for those over 16 years of age in any circumstance). Any siblings bringing children to school must also be 16 or over and parents must inform the school in these circumstances.

Equal Opportunities

At Hazel Leys Academy it is our policy to give an education which promotes equality of opportunity and freedom from discrimination on grounds of gender, race or disability. The Academy is committed to the inclusion and education of all children and to providing equal opportunities for all children regardless of race, gender, intellectual or physical capability, social or cultural background. This statement equally applies to adults working in the Academy.

The Facilities

We are continuously developing our academy site in order to meet the needs of our pupils and staff.

We are currently working on an Allotment for our school children and we run an after-school Gardening club.

Our running track outside is used by all children each day to complete 'The Daily Mile'. This enhances the pupils outdoor learning opportunities and keeps them fit.

The Early Years and Nursery outdoor area is a particular focus of the school. The play equipment and mud kitchen is enjoyed by all our young pupils.

There is also an all-weather area with tyres and a trim trail to provide stimulation for the pupils during their break and lunchtimes



The Work of the Academy

Our academy consists of three Key Stages – EYFS (Reception/F2), Key Stage 1 (Year 1 and 2) and KS2 (Year 3, 4, 5 and 6). As well as our skilled class teachers, additional support for pupils is provided by our teaching assistants and learning mentors.

The curriculum is not just a list of subjects that are taught in the academy. Our curriculum describes everything that is going on in our academy and helps children to learn about the world around them. We believe that we should provide a broad and balanced curriculum offering the children the opportunity to achieve success in many different areas.

Although our curriculum is based on the National Curriculum there are other planned opportunities that make up the wider curriculum. We like to involve learning inside and outside, promoting their social, moral, cultural and spiritual development.

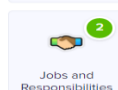
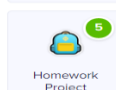
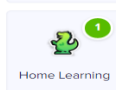
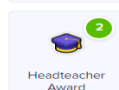
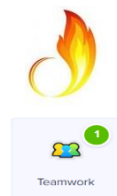
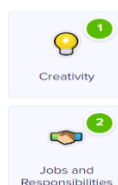
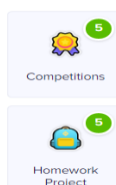
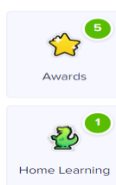
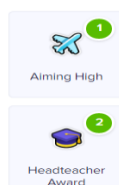
We like to think that we are preparing the children for life by developing their responsibilities and opportunities and experiences of life and society. Where possible we follow a theme-based approach to the curriculum in the belief that children learn best when logical connections are made between different aspects of their work. We believe passionately that children should have ownership of their learning. We support them in becoming aspirational – aiming high – in order to make the most of their learning.

Hazel Leys is committed to a partnership approach to learning between the academy, pupil and home.

Together Everyone Achieving More.

We have 4 'House' teams here at Hazel Leys – Air, Earth, Fire and Water. On joining the Academy, all children are allocated a 'House'. Siblings will always be placed in the same House team.

Throughout the school, there will be lots of opportunities for pupils to receive House points via competitions, activities and rewards for individual achievements. We award Class DoJo points to our pupils in the following categories and they all count towards the House point totals:



The Academy Day

Pupils should arrive at the Academy no earlier than 8.45am as there is no supervision for children on the premises before this time.

Nursery

- Morning session starts 8.45am (F/T & P/T)
- Morning session ends 12.00pm
- Lunch 12.00pm
- Full Time session ends 3.15pm

Reception to Year 6

Academy opens	8.55am
Registration closes	9.00am
Break	10.30am - 10.45am
Nursery Lunch	12.00pm – 12.30pm
Reception and KS1 Lunch	12.00pm – 1.00pm
KS2 Lunch	12.00pm -1.00pm
End of Academy Day	3.15pm

Most of the children stay on site during the lunchtime break and are supervised by our Midday Supervisory Assistants, under the direction of the senior leadership team. Children can bring a packed lunch from home or order hot/cold meals provided by Kingswood Catering.

If you wish your child to have lunch at home, please notify the Academy in writing. They will need to be collected at the start of their lunch break and brought back to school a few minutes before the end of their lunch break. This must be done by an adult (18+).

The Academy Uniform

Hazel Leys Academy has strict guidelines on dress and all pupils will be expected to wear the full academy uniform. The wearing of our distinctive uniform gives pupils a sense of 'belonging', helps foster pride in the Academy and stops pupils coming to the academy in unsuitable clothes.

These basic requirements are:

- Shoes must be black, sensible ones for Academy use, flat soled or with very low heels no more than two centimetres high and capable of being polished. Boots or trainers are not allowed.
- We will not allow tattoos, make-up, jewellery, nail varnish, dyed hair or hair extensions. **Any pupil wearing make-up or nail varnish will be asked to remove it.**

- Excessive hair styles are strongly discouraged and decisions about the suitability of an individual style are the responsibility of the Principal, whose decision will be final. 'Cuts' of any shape or design are not allowed, nor are multiple hair colours. Any pupil with long hair must have it tied back during PE/Games.
- Jewellery is not allowed but pupils may wear one pair of plain earring studs and modest hair accessories should be in the Academy colours.

Uniform for pupils in Reception and Years 1, 2, 3 and 4

- Academy polo shirt with logo and collar stripes*
- Grey or black trousers or skirt or pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Black or grey socks with trousers. Grey or white socks or mid-grey tights with skirts
- Academy book bag to carry books and equipment
- Academy PE bag
- Sensible black shoes (not boots or trainers)

** Parents may also buy plain, white polo shirts*

Uniform for pupils in Years 5 and 6

- Plain white school shirt (not polo shirts)
- Academy tie
- Grey or black trousers or skirt or pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Black or grey socks with trousers. Grey or white socks or mid-grey tights with skirts
- Academy book bag to carry books and equipment.
- Academy P.E. bag
- Sensible black shoes (not boots or trainers)
- A warm coat (not denim) for travelling to and from the Academy

For the summer, knee length shorts may be worn by the boys and girls may wear a lightweight summer dress in the Academy colours.



Children with Special Educational Needs & Disabilities

We recognise that certain children may have Special Educational Needs & Disabilities at some time in their educational career. They may need more help in some aspects of learning than would normally be the case. We always contact parents directly whenever we have a concern regarding a child's educational development and seek their permission if there is the need to use the skills and knowledge of other agencies (Speech and Language, Behaviour Support Team, Autism Support, Educational Psychologists).

Our SENDCo is Miss Kamel. We hold regular reviews with parents to monitor children's progress. A register is kept of all pupils who need to be given help under the SEN Code of Practice. We have an experienced and qualified SENDCo.



Assessment is carried out regularly across the academy curriculum in all subject areas in order to monitor and track the progress of pupils and aid future progress. Formal and informal assessments are used (including national testing at Year 1 Phonics, Year 2 and Year 6) and take place on a daily, weekly, monthly and termly basis through observation, classroom interaction and guided group work. Children have individual targets that will help them focus on personal next steps in learning and aid their own progress in their work.

Curriculum Details

In the **Early Years Foundation Stage** the academy follows the EYFS Curriculum which focuses on three Prime Areas and four Specific Areas of development.

The Prime Areas are:

- Personal, Social & Emotional Development
- Communication and Language
- Physical Development

The Specific Areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

In **Key Stage 1** and **Key Stage 2** our academy teaches all aspects of the National Curriculum, aiming to make the learning interesting and meaningful.

The academy uses a balance of whole class, group and individual teaching strategies to ensure that children are taught in appropriate ability groups and that the teachers time is used effectively.



Homework

Homework is an important part of supporting your child at Hazel Leys Academy. Homework is not intended to be onerous but it does help support your child's progress and will include daily reading at home, Maths and spellings.

We also issue half termly creative homework projects. These projects are topic related and give the children 6 possible homework projects that they can complete across the term. Children are asked to complete at least 2 projects over the course of a term. The projects themselves vary- ensuring there is a mix of writing, creative, scientific, mathematical, historical or geographical tasks. Children are expected to hand in completed work on the last week of term.

Breakfast Club

Our Breakfast Club operates every day from the school hall. We serve toast, cereals and various hot options for all children who arrive by 8.20am.

Open from **8.00am to 8.45am** Monday to Friday. Places are booked through the school office and paid for in advance online via ParentPay.

The Breakfast Club can be accessed from the academy front entrance.



Attendance Matters!

Our attendance target for this academic year is 97%. Please ensure that your child attends school.

All absences and poor attendance will be challenged by our attendance officer, which includes seeking medical evidence (where required for prolonged or regular absences), including letters, home visits and phone calls home.

Our Attendance officer is Mrs Edge.

We have a strong relationship with the Local Authority who works closely with our academy.



More Able, Gifted & Talented Learners

We have many children in our academy who are able and have interests that stretch far beyond the classroom.

We can identify children through curriculum provision however, we are fully aware that many children have extra-curricular activity outside of school and through our clubs and activities. If you can let us know what your children are doing outside of school if they have a particular talent it will help with our picture of the whole child.

Behaviour Policy

We have a well-developed behaviour policy in school and a copy is available upon request. In each class there are posters displaying the rules, rewards and sanctions for negative behaviour.

Hazel Leys Academy is a community. The staff of the school believe that the personal and social development of pupils is as important as their academic progress. Our behaviour policy, together with our work with the Jigsaw scheme and the Personal, Social and Health Education (PSHE) curriculum, is designed to help pupils understand how the membership of a community confer duties, rights and responsibilities upon the individual. The aims of our Behaviour Policy are to:

- Promote Good Behaviour
- Promote Positive Attitudes
- Develop Moral Codes and Values
- Prepare Pupils for Citizenship
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The ethos of the school and the community: Close working relationships are developed between all members of the school community which are founded on mutual respect, trust, care, consideration and tolerance.

High Standards of Teaching and Learning: Pupils are given a clear sense of purpose and achievable targets in their learning.

The active involvement of pupils in the life of the academy: we offer pupils the opportunity to be involved in the decision making in the academy through:

- Jigsaw and the PSHE Curriculum
- Pupil Academy Council.

We believe our academy should be a happy and secure place in which all individuals learn to respect themselves, others and the environment in which they work and play. We have a set of simple rules which form the 'Academy Code'. They are reinforced by staff every day.

The Academy Ethos

The following poster of the academy ethos is displayed in all classrooms, corridors and teaching spaces. Our pupils know what is expected of them! Our Golden Rule is: Respect



Child Protection

Hazel Leys Academy fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 and the DCSF guidance Safeguarding Children and Safer Recruitment in Education (January 2007).
- The Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance on safeguarding children.

There are four main elements to our Child Protection Policy:

- Prevention (e.g. positive school atmosphere, teaching and pastoral support to pupils, preventing unsuitable people working with children).
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
- Support (to pupils and school staff and to children who may have been abused).
- Working with Parents (to ensure appropriate communications and actions are undertaken). This policy applies to all staff (including all adults working with children paid or unpaid as a volunteer), Governors and visitors to the academy. We recognise that child protection is the responsibility of all staff within our academy. We will ensure that all parents and other working partners are aware of our child protection policy by referring to it in our academy prospectus, displaying appropriate information in our reception and by raising awareness at initial meetings with parents of new pupils as well as at regular parent-teacher meetings as well as through the weekly newsletters.

The academy has a Child Protection Policy and procedures in place, and the policy is made available to parents on request.

Changes in Circumstances

Parents and Carers are requested to keep the academy informed of any changes of circumstances.

This includes: change of address, change of telephone numbers, work place information, parent relationship status, emergency contacts and details, medical information or any crisis that may have an impact on the child in school.

We need this so that we can contact you during academy hours and that this can be done quickly should the need arise.

Change of details forms are available on the information stand in the main entrance foyer.

Updated Academy Website

www.hazelleysacademy.org

Comprehensive resource for parents and pupils!

Visit the class pages and latest news sections!

Parental Involvement

Working together with parents is important to us.

- We hold parent consultation evenings in the autumn and spring terms. Parents are invited to discuss on an individual basis, the work their child is involved with.
- An Annual Report comes home in July.
- Parents are invited to regular events in the academy through the year such as Christmas Performances, Harvest, other concerts, celebration assemblies, sports days and curriculum events and theme days.
- We are always grateful for parental help which supports the teaching in school.
- There are many ways parents can support us in the academy from hearing readers, looking after resources and helping in the school library. Please do talk to a member of staff if you wish to be involved.
- Our academy organises family learning events on a regular basis. These usually relate to Maths, English or IT skills.
- Regular newsletters and class newsletters keep you informed about life in school as well as notices in the boards outside classrooms.

If you have any concerns, please come and speak to a member of staff – most things can be easily sorted out!

Absence

Hazel Leys Academy is legally required to record reasons for absence. They are divided into two categories: Authorised (allowed in law) and Unauthorised (not allowed or unreasonable).

Authorised Absence includes:

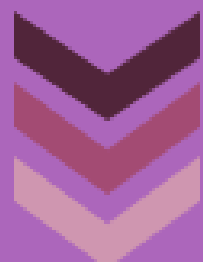
- 1) Illness where we have verbal or written reason from a parent.
- 2) Appointments at the Doctor, Hospital or Dentist where the academy has written evidence and that the appointment could not be attended outside of school day.
- 3) Absence because of the bereavement of an immediate family member.

Unauthorised Absence covers:

- 1) Keeping a child off school to go shopping/birthday shopping treat.
- 2) Keeping a child off all day because they 'slept in'.
- 3) Keeping a child off because they 'did not want to come'.
- 4) Keeping a child off because they have head lice.
- 5) Parents are unwell.
- 6) For a house move.
- 7) Any absence without informing Hazel Leys Academy.
- 8) Child's Birthday.
- 9) Family Holidays.

If your child is absent from school, please telephone the academy on 01536 202681 by 9.15am on the first day of absence. If no notification is given you may receive a phone call, text message or email.

We hold regular reviews of attendance with parents, pupils and our Attendance Officer. Longer absence could result in a fixed penalty. Regular attendance is rewarded with certificates and prizes.



Communication

If you wish to contact your child's teacher or make an appointment to see a member of academy staff. There are several ways contact can be made:

- You can talk directly to the teacher at the start or end of the day.
- You can send in a letter to the teacher requesting an appointment.
- You can e-mail the office to pass on a request.
- You can telephone the academy office and the staff will pass on a message to the teacher.

If you wish to e-mail the Principal, Assistant Principal, SENDCo, Family Support Worker or the Academy Office the e-mail addresses are:

Mrs Trotman (Principal)

btrotman@hazelleysacademy.org

Miss Kate Wareing EYFS Lead (Assistant Principal - Interim)

kwareing@hazelleysacademy.org

Miss Kamel (SENDCo)

akamel@hazelleysacademy.org

Mrs Edge (Family Support Worker)

gedge@hazelleysacademy.org

Academy Office

admin@hazelleysacademy.org

Our Response Times

A Telephone Call – any telephone calls, which cannot be answered immediately, will be responded to within two days. We will make two attempts to call back and on third attempt will leave a message, if this is an option.

An e-mail – we will reply to any e-mails sent within a maximum of five working days. We treat e-mails like a letter coming into school.

An appointment request – we will respond within two days (apart from the SENDCo which may take longer owing to her part time working schedule).

URGENT CHILD WELFARE ISSUES WILL BE DEALT WITH WITHIN THE ACADEMY DURING THE SAME DAY BY A SENIOR MEMBER OF STAFF.

Please remember that not all staff are in school every day. They will answer any query within the recognised time scales.



Physical Activity & PE Kits

It is important children have their academy PE kit available for PE every week.

Your child's class teacher will inform you of the class timetable for PE – this should be on your class newsletter each half term. The school PE Kit is as follows:

- Purple Academy Polo Top
- Black Shorts
- Sports Socks
- Suitable Trainers/Plimsolls
- Jogging Bottoms are permitted for Outdoor PE (Winter months)

Children cannot wear class uniform or shoes for PE – this is a Health and Safety matter. If your child forgets their kit we have spares in school that will be worn – forgetting kit is not an option for not doing PE as children are required to have two hours PE every week!

- For safety reasons children will be asked to remove watches and ear-studs. Please ensure that children come to school in PE kit on their PE days. There may be changes to the PE timetable (especially in winter for outdoor PE) depending on the weather.



And finally...

Staff and Pupils at Hazel Leys Academy are very proud of our academy and we welcome you to come and visit us!