

Infinity Academies Trust

Ready to learn; Prepared to flourish.

Little Gonerby Church of England Primary Academy

New Starters Prospectus 2025



Compassion



Respect



Honesty

Cherishing everyone, Flourishing together

Dear families,

On behalf of the staff and pupils, I am delighted to welcome you and your child to Little Gonerby Church of England Primary Academy, a proud member of Infinity Academies Trust.

Here at Little Gonerby our Christian vision is 'Cherishing everyone, Flourishing together' and it is this ethos that permeates through our academy. We follow our Christian values of Compassion, Respect and Honesty in all we do in the academy, in our community and in our world.

Our skilled staff design and teach a creative curriculum full of exciting and stimulating activities, experienced in a safe and vibrant learning environment in which there is the opportunity for all children to develop their unique skills. Happy children make successful learners and so our learning environment is centred around the needs of every child and celebrating each one of them as individuals.

Parental support is valued highly in our academy – we aim to build and maintain a strong partnership between home and school from the moment your child's journey with us begins. In our school, the staff work hard to create a setting where children and their families are part of a community.

We look forward to sharing this important part of your child's life with you and welcoming you into our school family.

Yours sincerely,

Mr Joe Hawkins
Headteacher



Infinity Academies Trust

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Our Vision

Little Gonerby aspires to be a place which:

- values the richness of community,
- empowers everyone to flourish as unique individuals
- nurtures wisdom and inspires a love of learning
- develops skills and builds hope for a confident future

Our Aims

We will achieve our vision through:

- promoting happiness and fun
- ensuring excellent progress for every child which equips them for life through an exciting and challenging curriculum
- delivering and supporting a culture of active learning and development
- providing an environment where people feel safe to take risks to broaden their experience and learn
- helping our community to understand themselves as unique individuals and their role within school and wider society
- enabling our community to grow spiritually, make choices for themselves and develop an understanding of the meaning and significance of faith

Our Values

As a nurturing Christian community we value:



Little Gonerby Church of England Primary Academy is proud to be part of Infinity Academies Trust



Being part of a Multi-Academy Trust such as Infinity Academies Trust brings many benefits to the school. It enables the children to feel part of something bigger and different communities, providing them with a range of opportunities. For more information about our Trust, please visit their website: <https://www.infinityacademies.co.uk/>

Relationships and School Values



Everyone in the academy and those visiting us are expected to show compassion and respect for others at all times. Good behaviour for learning is expected and positively reinforced according to our values and relationships & behaviour policy. Our school values are celebrated with the children throughout the day. The quality of relationships is key to any successful school, therefore we work hard to establish and maintain positive, mutually respectful relationships between all members of our academy community. We maintain a calm and supportive environment for learning which offers security to our children. In our school, we use Class Dojo, where the children have opportunities to earn Dojos for demonstrating our school values or for going above and beyond.



We are an inclusive academy and encourage equality of opportunity for everyone, irrespective of gender, race, ability or disability.

Parents will always be informed and consulted should problems arise. Aggressive or bullying behaviour is unacceptable and any complaints related to bullying will be listened to, investigated and resolved to the best of our ability.

We appreciate your support in helping your child to understand the academy's Christian Values and in modelling respectful behaviour towards others.

The School Day



Gates open	8.30am
Doors open	8:35 - 8:45am
Morning learning starts at	8:45am
Mid-morning break	10:30 to 10.45am
Lunchtime including break	12:00 to 1:00pm
Afternoon learning starts at	1:00pm
Day ends	3:15pm

The academy's doors are open from **8:35am onwards** and children are encouraged to come into the classroom as they arrive. A member of staff greets the children coming in. All the children should be in their classrooms **by 8:45am, after which time the cloakroom doors and gates are locked.** If you arrive after the cloakroom doors are locked, you must bring your child to the main office and sign them in, stating the reason for being late.

Collecting Your Child

An adult, usually the class teacher, brings the children to the doors onto the front playground so that we can hand them over safely to you at the end of the day. Class teachers need to know who is responsible for collecting your child, particularly if there are changes to the usual arrangements. Please speak to staff, send a note or ring us if there is an unexpected change made. To maintain security, **teachers will not release a child to a different adult unless we have received notice from the parent or carer.** We cannot accept responsibility for children travelling unaccompanied by taxi, but should be informed of any such arrangements.

If you are unavoidably delayed, we will keep your child inside until you arrive. If we have not heard from you within 15 minutes, we will attempt to contact you or your emergency contact to arrange for your child to be collected. Please note that should parents be regularly late collecting their child, arrangements will be made for their child to attend the after school club for which there will be a charge.

Emergency Contacts

When your child starts our academy, you will be asked for home, mobile and work telephone numbers with alternative family or friend contacts so that if your child should have an accident or become unwell during the day we will be able to get a message to you. **It is vital that we have a number on which we can always contact you / your emergency support, and that you let us know if there are any changes to your address or to your home, mobile or work contact telephone numbers.**



Travelling & Parking



As part of our Academy Travel Plan, we encourage children to walk with you or to cycle or scooter whenever it is possible to do so. We have invested in cycle and scooter storage at the front of the academy to accommodate the growing number of children travelling in this way.

Parking near the academy is extremely limited. Parking on the streets closest to the academy, including Sandon Road, Hill Avenue and Gorse Rise causes severe congestion. Some parents may wish to consider using the car park area at Wyndham Park.

All parents parking near the academy are asked to exercise extreme care to minimise the risk to pedestrians and other road users, and to be considerate of local residents. For safety reasons the car park is for staff and deliveries only. Car park gates are locked from 8.30am until the end of the day and no parking is allowed across the car park gateway. Please park with respect for our neighbours.

Security and Safety

The safety and wellbeing of our pupils is always our highest priority and we follow rigorous safety and security procedures.

We have a fully trained team in Child Protection including online-safety and safer recruitment of staff. **The academy's Designated Safeguarding Lead is Mr Hawkins (Headteacher) and our Deputy Designated Safeguarding Leads are Mrs Reynolds (Assistant Headteacher), Mrs Gallaher (Family Support Advisor) and Miss Steele (Senior Teacher).**

Access to the academy site during the school day (9.00am – 3.00pm) is via one pedestrian gate on Sandon Road. Visitors should use the buzzer system at the gate to speak to office staff who will release the gate. Visitors will then need to go to the main entrance doors and speak to the office staff at the main desk who will be very pleased to help you.

All visitors are asked to sign in at reception and will be given a badge & lanyard to wear during their time in school. Staff will challenge anyone on the school site without identification.

We ask that all visitors on site respect the following for health and safety reasons:

- ◆ Vehicles must be parked safely and with consideration for other road users and pedestrians.
- ◆ The premises have been designated as a no-smoking area.
- ◆ Prams and pushchairs must be left outside or in the foyer.
- ◆ Animals must not be brought onto the site.

Your children must stay with you whilst you are in the playground. **Parents and carers are responsible for their child's safety before 8.35am and after 3.15pm. Please do not let your children play with the outdoor equipment or apparatus before or after school.**

Drinks and Morning Snack

We encourage our children to take regular drinks of water throughout the day. No other drinks are permitted – please do not send juices or squashes in the water bottles.

A morning snack is provided for all children in Reception and Key Stage 1 under the Fruit for Schools scheme. Everyone is offered and encouraged to eat a piece of fruit or vegetable each day. The selection varies according to season, but would typically include apple, orange, banana, carrot or tomatoes.

We use CoolMilk to provide our daily drink of milk, which is free for children under the age of five and for children eligible for the Pupil Premium. Once your child is five years old, parents can pay for their

child to continue receiving milk at school. We automatically register all children with CoolMilk (please see Privacy notice) as they start the academy.

School Lunches



All children in Reception and Key Stage One are entitled to a free school meal under the government's Universal Infant Free School Meals (UIFSM) programme. Children in Key Stage Two are able to purchase school meals.

Since September 2024, we have used a fantastic local business, called **Good Lookin Cookin**, who provide high-quality meals for many primary schools in the Lincolnshire area.



For more information regarding Good Lookin Cookin, including how to register an account and order meals, please visit their website: <https://www.goodlookincookin.co.uk/>

School Uniform

The academy's uniform for boys and girls is listed below. Please see separate sheets for price lists and information about how to order from our online supplier. **All items of uniform must be clearly marked with your child's name.**

School Uniform

White Polo Shirt (short-sleeved)
Grey jumper or cardigan (academy logo optional)
Grey trousers, skirt or pinafore dress
Grey or white socks or tights
Black shoes
Small hair bows/bobbles in red, white or black

PE Kit

Black shorts with red t-shirt
Black Plimsolls or trainers
Black or navy tracksuits for cold weather

Optional – red fleeces and/or reversible waterproof coats for use outdoors.

Please note that there is no requirement to buy uniform which has the logo on. Uniform which is of the appropriate colours without a school logo are perfectly acceptable.

For children in Reception – we encourage the children to engage with outdoor play, including gardening, den building, 'mud kitchen' and forest school activities. A pair of named wellies that the children can put these on by themselves will be very helpful along with a set of spare clothes.



P.E. bags and book bags are also available. Please ask at the academy office.

Due to limited cloakroom space, we discourage children from bringing any kind of backpack or bag other than their book bag, which has been designed to fit in your child's personal tray in the classroom.

Please ensure that children wear sensible black outdoor shoes, **not trainers or other fashion shoes**. Sandals are acceptable during the summer term but should be black, brown or white and with secure fastenings (not slip-ons or 'jellies'). Children should not wear jewellery and earrings, with the exception of one pair of plain stud earrings (not hoops or rings of any kind). **Studs must be removed or taped over for P.E. lessons.**

Lost Property

The academy cannot accept responsibility for children's property. We would therefore advise that children do not bring valuable items into the academy. Items of lost property are placed in a cupboard outside the school office. At the end of term, unclaimed and unnamed items are donated to charity or shared with families in our 'pre-loved uniform'. **Please clearly name all items of school uniform.** If uniform is not named, school staff may add the children's names in.

Health and Wellbeing Services

The academy has access to a range of professionals who visit us regularly and can support parents with any worries or concerns they may have.

Please come and talk to us if you have any concerns – our door is always open to help.



Administration of Medicines

Prescribed medicines and non-prescribed medicines are not administered in the academy, with the exception of children who have special medical needs and an individual healthcare plan. In these cases, where possible, children will be encouraged to administer their own medication with staff support. Parents will be informed of the time and dosage.

Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible, we will ask you to bring medicine into the school to administer to your child. You will be asked to complete a form from the office clearly stating the time and dosage required. Where children are being treated with antibiotics for an infection, you should consider whether your child is well enough to attend school. One-off prescribed medication may be administered by staff in exceptional circumstances, but this must be approved by the Headteacher.

Accidents / Illness in School

Minor accidents are dealt with in the academy and parents contacted if an injury is felt to be more serious. We send a note/email home if your child has an accident/injury during the school day. Most such bumps are minor and require no further treatment. However, we feel it is always best to let you know in case there is any delayed reaction especially for head bumps. We have several qualified Paediatric First Aiders on the staff. We will always contact you if we have a concern about your child or if your child becomes unwell during the school day.

Absences Through Illness



If your child is ill, it is important that the academy knows of the reason for the absence. Please call or email the academy **by 9:15am at the latest** if your child will not be attending school. Please let us know if your child has contracted any infectious disease in case the academy is required to take any further action. **Children who have vomited or had diarrhoea should be kept at home for 48 hours before returning to help prevent the spread**

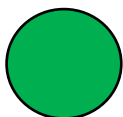
of infection. Find advice from the NHS: <https://www.nhs.uk/Live-well/is-my-child-too-ill-for-school/> . Wherever possible, please try to arrange medical and dental appointments outside of academy hours. However, the school office should be notified in advance if you have to take your child out of the academy for such an appointment and parents/carers will be asked to complete an appropriate form.

Family Support

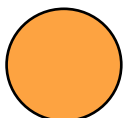
Our Family Support Advisor, Mrs Lydia Gallaher, is available to help with all things family and for all parents and children to talk to about anything which may be worrying them. Mrs Gallaher can provide advice, support and signposting to other support organisations. Parents can contact Mrs Gallaher by emailing the academy office at LGAenquiries@infinityacademies.co.uk or by telephoning on 01476 564112.

Attendance

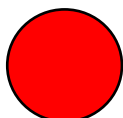
Good attendance is vital if your child is to make good progress. We encourage good attendance and time-keeping through regular reward certificates awarded to the class with the highest attendance each week. We send parents regular information throughout the year regarding their child's attendance level. Our expectation is that a child attends the academy more than **95%** in the academic year. The following 'traffic light' information shows how attendance can affect your child's progress.



Attendance is 95% or above which is great! This equates to less than 10 days absence in an academic year. Pupils with this level of attendance have the best chance of achieving their full potential, leading to the best prospects for their future.



Attendance is between 90% and 95%. This equates to between 10 days and 18 days of school during an academic year. This is likely to have a detrimental effect on learning. Your child will have missed important learning and will find it difficult to achieve their best.



Attendance is below 90%. The Department for Education class this level as persistently absent. At 80% this equates to an average of one day every week during an academic year. Your child will find it almost impossible to keep up with the learning in school and is at risk of serious underachievement. Parents of pupils with this level of attendance could be issued with a penalty notice.

Only the Headteacher can authorise absence. Leave of absence during academy term time can be requested but will only be authorised in **exceptional circumstances** – parents must complete an absence request form, well in advance, stating the dates requested and why the circumstances are exceptional. These forms are available from the academy office or website. **Please note that family holidays will not be authorised during term time** unless exceptional circumstances can be proved. Unauthorised absence for any reason including holidays can result in a fine for each parent. Attendance checks and checks on late arrivals are made daily. If attendance falls below acceptable levels or a child is regularly late arriving, parents will be notified and the academy will apply the procedure set out in our Attendance Policy, which can be found on the academy website: <https://www.little-gonerby.co.uk/attendance-1/>

Emergency Closures



From time to time the academy may be faced with an emergency closure, for example during severe weather. At all times our primary concern is for the safety and wellbeing of the children and staff. For closures during the academy day, we will make contact with parents/carers as soon as possible to arrange for children to be picked up. Sometimes the academy will be closed before children arrive in the morning. In these situations we use ParentHub and the academy website to notify parents and carers. In addition, we also use local radio stations, the

Lincolnshire.gov.uk website and Facebook pages. **Please ensure that your contact numbers are kept up to date so that school can reach you.**

Home-Academy Links

We wish to work with you to ensure that the time your child spends with us is happy and successful. The academy uses an app called ParentHub to keep you in touch with what is happening, as well as curriculum letters outlining the projects and activities for the term ahead. The academy website www.little-gonerby.co.uk has lots of information and is regularly updated, and parents can follow the academy on Facebook by searching: Little Gonerby CE Primary Academy.

You are always welcome into the academy to discuss anything that is of concern to you, with either the class teachers, the Family Support Advisor or the Senior Leadership Team. Teachers are generally not available to speak to you at length at the start of the day as they are greeting the children and helping them settle ready for the day ahead, so wherever possible we ask that you call to make an appointment.

Class teachers are usually available at the end of the day, however for information you feel it is important for the teacher to know about in the morning, please speak to the staff on the door or talk to the office staff who will ensure that teachers receive your message.



We host regular opportunities for parents and carers to visit us, for example through parent teacher consultations, open evenings and class exhibitions. We also hold social and fund raising activities and special events in St. Wulfram's Church. Please check newsletters for the termly calendar of events.

SEND

SEND stands for 'Special Educational Needs and/or Disability'. A child has special educational needs or disabilities (SEND) if they have a learning difficulty or disability which means that they find it significantly harder to learn, or to do activities which children the same age are able to do. These children may need extra help or support, or special provision made for them to allow them to access the curriculum or use the same facilities as other children of the same age.

At Little Gonerby we have a very experienced team, led by Miss Parker (our SEND Coordinator) and including teachers and teaching assistants to support the children. We also work closely with a wide range of partner organisations and external agencies, such as Speech and Language therapists, Physiotherapists, Educational Psychologists and Specialist Teachers to provide tailored support for individual needs.

If your child has a special educational need or disability, or you think they may have, please come and talk to us so that we can work together to provide the right support for you and your child.

You can find more information in our [SEND Information Report](#) and on our school website.

Parent Helpers in the academy

We welcome parents to support us in a variety of ways. This could be helping with a trip, hearing children read or supporting an after school club. We ask all volunteers to complete a volunteer application form and an online DBS (Disclosure and Barring Service) check, the office staff will be happy to support you with this process. We will also request references as part of our safeguarding checks.



All parents are automatically members of the **Friends of Little Gonerby Academy** and we welcome interest from anyone willing to play an active role in the group. The

committee organises events for children such as discos and movie nights, and a range of fund-raising activities which have in recent years helped the academy to re-furnish the library, add to computers and IT equipment, and build the outdoor classroom. More information will be shared soon so keep an eye out for opportunities to support the Friends of Little Gonerby Academy.

Church of England

Little Gonerby CE Primary Academy is proud to be a Church of England academy and has close links with St. Wulfram's Church and the Diocese of Lincoln. The academy was founded in 1863 and its Articles of Association and Funding Agreement require that the academy provides an environment in which the principles of the Christian teaching of the Church of England are upheld and taught. Our Vision and Values are deeply rooted in the Christian faith and underpin everything we do in our day to day academy life.

The National Society carries out inspections of all church schools using the framework for the Statutory Inspection of Anglican and Methodist Schools (SIAMS) under Section 48 of the Education Act 2005. This is a separate and additional inspection to those carried out by Ofsted and focuses on the impact that the Christian ethos of the church school has on the children who attend it. **The academy was last inspected as a church school through SIAMS in May 2019 and was graded Good in all areas.** You can read a copy of this report on the academy website.

Ofsted

Our school was inspected by Ofsted in September 2023. We delighted that our school was graded '**Good**' in all areas, with our Early Years provision being graded '**Outstanding**'. A copy of the report can be found on our website.

Charging and Remissions

Certain events, such as class trips to places of interest or visits from professional groups who offer for instance music or drama to our children, are planned as additional activities throughout the year to enrich and extend children's learning. Whilst the academy funds some of these activities from the budget, some additional activities are dependent on voluntary contributions from parents.

The policy on charging and remissions is that:

- The principle of free education is maintained in the academy.
- The cost of additional activities should be met by voluntary contributions which parents will be invited to make as necessary.
- Such contributions may be subsidised by the academy.
- No individual pupil will be excluded as a result of parents' inability or unwillingness to pay.
- The academy may cancel an activity if insufficient parents are willing to support it through voluntary payment.

Complaints Procedure

All members of staff are dedicated to delivering high quality education to the pupils entrusted to us, and furthermore to ensure that their health, safety and welfare needs are properly met at all times. From time to time, however, it is possible that you may feel that we have not lived up to your expectations. If you do have a worry or concern about what is happening in the academy, please tell someone as soon as possible.

The first person to contact is normally the class teacher, or alternatively the Headteacher. In most cases any difficulties will be resolved at this stage.

However, the complaints procedure is available to support you if you feel it appropriate to take your complaint further and this can be found on the academy website.

GDPR

Little Gonerby Church of England Primary Academy holds the legal right to collect and use personal data relating to pupils and their families. We may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the EU General Data Protection Regulation (GDPR) and UK law, including those in relation to the following: Article 6 'Lawfulness of Processing' and Article 9 'Processing of special categories of personal data' of the GDPR and Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We collect and store information for a variety of reasons, including contact details, assessment data, provision of under-5's milk etc.

Please read the Privacy notice included with the Pupil Information Sheet. Should you have any queries, please contact the academy.

Learning in the Early Years

The Early Years makes a crucial contribution to children's early development and learning. Many children will already have experienced learning in Early Years during their time at nursery or pre-school. The Reception year forms the final part of the Early Years, before moving into Key Stage One (Years 1 and 2). We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others. There is an emphasis on 3 key areas – Playing & Exploring, Active Learning and Being Creative & Solving Problems



There are 3 Prime and 4 Specific areas of learning within the Early Years Foundation Stage:

- **Personal Social and Emotional Development**
- **Communication and Language**
- **Physical Development**
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



The outdoor environment is also a very special part of the Early Years curriculum. Our Reception classroom has its own dedicated outdoor space, with planned activities available every day.

Children in the Early Years learn through first-hand experience and structured play. Every child is supported to make progress at their own pace. The teacher and teaching assistant will make ongoing assessments of children's development and learning needs, experiences and achievements. The assessments will usually be made by observing the children at play, making notes or taking photographs. On other occasions, the children will work individually or in a small group with the teacher or teaching assistant. All of which by the end of the year will have built up into a complete overview of each child's development.



We encourage children towards reading, communication and mathematical skills from the very beginning. Structured play and guided practical activities play an important part in developing these new skills and building up relationships with other children both individually and in groups.

Reading is introduced with focused sessions on letters and sounds through **Little Wandle** phonics, sharing books and texts, and working with key common words. When they are ready, children begin to take home books and will read regularly each week with adults in the classroom.



We aim to work in partnership with parents and carers throughout your child's learning journey at Little Gonerby. There are regular opportunities for parents and carers to visit over the year, to meet with teachers, spend time with your child looking at their work, and to share information together. We also use Tapestry which parents can access at key points in the year to view their child's progress and achievements.