



MERCER'S WOOD ACADEMY

More than just a school

PARENT HANDBOOK

It's great news that your child is starting at our wonderful school. Thank you for choosing us, we look forward to welcoming your family to our school community.



STEP 1: PUPIL ADMISSION FORM

Mercer's Wood Academy

Please read through this handbook carefully, completing all the relevant sections. If you have any further questions, please contact the school office on 01427 612572 or email mercersoffice@talloaksacademy.co.uk.

All information provided is stored on our secure Data Management System, Arbor.

Pupil Information

Pupil's Surname:

Legal Surname:

Forename:

Middle Name(s):

Known Name:

Forename:

Date of Birth (please provide a copy of the birth certificate):

____ / ____ / ____

Gender: Female Male

Address of Pupil:

House Number/Name:

Street:

Town:

County:

Postcode:

Home Phone Number:

Pupil's Previous School:

Name:

Address:

Phone Number:

Parent/Carer Information

Parent/Carer 1

Title:

Name:

Relationship to Pupil:

Parental Responsibility: Yes No

Date of Birth:

Mobile Number:

Home Phone Number:

Email Address:

Place of Work:

Work Phone Number:

National Insurance Number:

Are you currently serving in the military?: Yes No

Address (if different from pupils):

House Number/Name:

Street:

Town:

County:

Postcode:



Parent/Carer 2

Title:

Name:

Relationship to Pupil:

Parental Responsibility: Yes No

Date of Birth:

Mobile Number:

Home Phone Number:

Email Address:

Place of Work:

Work Phone Number:

National Insurance Number:

Are you currently serving in the military?: Yes No

Address (if different from pupils):

House Number/Name:

Street:

Town:

County:

Postcode:

Other Contact (for emergency use)

Title:

Name:

Relationship to Pupil:

Mobile Number:

Home Phone Number:

Address (if different from pupils):

House Number/Name:

Street:

Town:

County:

Postcode:

Other Contact (for emergency use)

Title:

Name:

Relationship to Pupil:

Mobile Number:

Home Phone Number:

Address (if different from pupils):

House Number/Name:

Street:

Town:

County:

Postcode:

Medical Information

Please state in this section if your child has any medical needs e.g. asthma, allergies etc. If you feel you need to have a meeting with our Attendance and Healthcare Officer about your child's medical needs, please explain briefly below and indicate in the tick box you wish to arrange an appointment.

Doctor's Surgery:

Doctor's Name:

Doctor's Phone Number:

Dental Practice:

Dental Name:

Dental Phone Number:

Does your child have any of the following?
(Please give more detail below):

- Asthma
- Diagnosed Food Allergy
- Food Intolerance
- Diabetes
- Epilepsy
- Diagnosed Allergy which requires Epi-pen treatment

Please state any other medical conditions or any other information below:

Do you require a meeting with our Attendance and Healthcare Officer? Yes No

Please note the only medication we can store in school are for use in a medical emergency e.g. inhalers, epi-pens, epilepsy and diabetes medication. We do not store pain relief or antibiotics.

Personal Information

The Department of Education requires Admission Authorities to collect statistical data about pupils in its school. It would be helpful therefore, if you could complete the following. It should be remembered that parents are not obliged to give this information.

Ethnic Origin (please tick one box only):

White

- British
- English
- Scottish
- Welsh
- Other White British
- Irish
- Traveller of Irish Heritage
- Albanian
- Bosnian-Herzegovina
- Croatian
- Greek/Greek Cypriot
- Italian
- Kosovan
- Portuguese
- Roma/Roma Gypsy
- Serbian
- Turkish/Turkish Cypriot
- White Eastern European
- White Western European
- White - Any other background

Chinese

- Chinese
- Hong Kong Chinese
- Malaysian Chinese
- Singaporean Chinese
- Taiwanese
- Other Chinese

Mixed/Dual Background

- Asian & any other ethnic group
- Asian & Black
- Black & any other ethnic group
- Black & Chinese
- Chinese & any other ethnic group
- Mixed - White & Asian
- Mixed - White & Black African
- Mixed - White & Black Caribbean
- Mixed - White & Indian
- Mixed - White & Pakistani
- White & any other ethnic group
- White & Chinese
- Other Mixed Background

Asian or Asian British

- African Asian
- Asian/Asian British - Bangladeshi
- Asian/Asian British - Indian
- Asian/Asian British - Pakistani
- Asian/Asian British - Any Other
- Kashmiri Other
- Other Pakistani
- Nepali
- Sinhalese
- Sri Lankan Tamil
- Other Asian

Black or Black British

- Black/Black British - African
- Other Black African
- Black/Black British - Caribbean
- Black/Black British - Any Other
- Black European
- Black North American
- Other Black

Any Other Ethnic Group

- Afghan
- Arab
- Egyptian
- Filipino
- Iranian
- Iraqi
- Japanese
- Korean
- Kurdish
- Latin American
- Lebanese
- Libyan
- Malay
- Moroccan
- Polynesian
- Thai
- Vietnamese
- Yemeni
- Any other ethnic group

Parent/Pupil preferred not to say:

This information was provided by: Parent/Carer Pupil

In compliance with GDPR, we ensure that your personal information is stored safely and securely. For more information, please see the Trust's Data Protection Policy.

Parental Permission Form

- I accept responsibly for setting standards for my child to follow when selecting, sharing & exploring information & media.
- I consent to my child's data being shared with external sources.
- I consent to my child being included in watching any films / television programmes / online videos shown at U and PG ratings, assuming it is deemed appropriate by staff.
- I consent to my child being photographed for their class & individual photo.
- I consent to my child being transported in a staff member's vehicle in an emergency, on a small scale trip (where my child will not be alone with one staff member and I will be notified).
- I consent to my child having their photograph taken whilst in the care of the school using school's devices.
- I consent to my child receiving first aid or urgent medical treatment whilst in the care of the school.
- I consent to my child taking part in age-appropriate sex and relationship education.
- I consent to my child taking part in the Lincolnshire Smiles Toothbrushing Programme (EYFS and KS1).
- I consent to my child tasting food and drink whilst in the care of the school. (Allergies will be accommodated).
- I consent to my child visiting places of worship.
- I consent to photographs & videos of my child being used for the school website, newsletters, social media and other external purposes. (The school will abide by GDPR Regulations).
- I consent to photographs & videos of my child being used for internal purposes including displays.
- I consent to the school applying my child's sun cream.
- I consent to the school contacting my child's dentist.
- I consent to the school contacting my child's doctor and any other medical professional.
- I understand that all pupils will be held accountable for their own actions.

Signature:

School Agreement

As Parent/Carer I Will...

- Send my child to school regularly and on time.
- Adhere to the Trust Visitors Policy.
- Ensure the school has at least two emergency telephone contact numbers for my child.
- Ensure my child attends school wearing school uniform.
- Provide appropriate PE kit, swimming kit and equipment where required.
- Aim to be involved in school life where possible.
- Inform the school of any absence from the first day of absence, before 9.30 am where possible by telephone or visiting the school.
- Ensure my child does not wear jewellery, apart from a watch (we do not allow smart watches in school).
- Ensure that my child does not bring any personal items to school, e.g. mobile phone.
- Encourage my child to show politeness towards all adults and other pupils in the school.
- Encourage my child to be honest.
- Encourage my child to complete and hand in homework on time.
- Make sure that my child understands the School Behaviour Policy and understands the consequences of making the wrong choices and, more importantly, the rewards that follow the right choices.
- Ensure I am available to contact in case of emergency.
- Not post derogatory or negative comments about school or staff online.
- Communicate in a calm and respectful manner when in school or talking to school on the phone.

As A School We Will...

- Keep parents informed via Parents Evenings, Reports, Newsletters, email and / or in-app messages, the school website and all social media channels.
- Ensure that all pupils are taught within a safe and caring environment.
- Seek to work with parents in overcoming difficulties and problems.
- Always provide quality education for our pupils with a broad and balanced curriculum.
- Impart a sanctions and rewards policy, in line with the school Behaviour Management Policy.
- Show zero-tolerance towards bullying within school, in line with the school's Anti-Bullying Policy.
- Ensure pupils of all ages and abilities enjoy and achieve.
- Ensure the School Code of Conduct is adhered to by all staff and pupils.

Name:

Parent/Carer Signature:

To enable us to ensure the safety of our children at the end of the school day, please complete and return the reply slip below indicating who will usually collect your child from school, whether you give permission for your child to walk home on their own after school, or the details of any other person who will be collecting your child.

Only Key Stage 2 children (Year 3 – 6) will be permitted to walk home without adult supervision.

NAME OF CHILD:	CLASS:
----------------	--------

The following people will collect my child from school:

Name	Relationship to Child	Days of collection (Mon, Tues, Wed, Thurs & Fri)

Parent's Name:	Signature:
----------------	------------

Permission for walking home alone:

Should you as parents and carers feel that your Key Stage 2 child is mature and responsible enough to walk home alone at the end of the school day, please confirm the following:

- I give permission for my child to walk home alone (or to another specified destination) on their own after school.
- I have explained to my child the safety aspects of walking home on their own.
- I understand that it is the responsibility of parents and not the school once my child has left the school premises.
- Specified Location if other than home:

My Child will walk home alone on these days

Monday	Tuesday	Wednesday	Thursday	Friday

Parent's Name:	Signature:
----------------	------------



Key information

Our school times

- 8.30 am – school opens.
- 8.40 am – start of school day.
- 3.10 pm – end of school day.

Early Collection

If you need to collect your child before the school day has ended, we require a 'Request for Early Collection' form to be completed prior to collecting your child. You will be asked to sign your child out of school.

On-site Wraparound provision

Mercer's Wood Academy Breakfast Club

Mercer's Wood Academy's Breakfast Club is open from 7.30 am to 8.40 am. Please use your Arbor app to book and pay before 7.00 am on the day required. We prepare a variety of hot and cold breakfasts and the staff organise games and activities before safely escorting the children to their classrooms.

There are special themed breakfasts throughout the year. These include Bonfire Breakfast, Breakfast with Santa, Pancake Day Breakfast and an Easter Chocolate Eggsravanza! Information about upcoming events will be sent via the Arbor app, Facebook group and Twitter prior to the event.

Acorns after-school club

Acorns is open from 3.10 pm until 5.30 pm. Sessions include a snack and an organised activity. All children must be registered for Acorns before they attend for the first time. Registration forms are available to download from our website or can be requested from the school office. All bookings must be made by 3.00 pm on the Thursday prior to the week your Acorns booking is required. Full payment must be made at the time of booking via Arbor. Bookings can be made weekly, monthly or termly. Prices vary on collection time.

Mercer's Wood Academy operates a cashless system and all payments are made online.

Uniform

All children should wear uniform. The Trust reserves the right to insist that children are dressed appropriately at all times. Parents will be contacted if necessary.

School uniform

- Black skirt
- Black school trousers
- Plain black jogging bottoms (no logo or patterns), or black leggings
- Black formal shorts
- Black jogging bottom shorts (no logo or patterns)
- White polo shirt or white shirt/blouse with collar
- Turquoise school sweatshirt or cardigan
- In warmer weather, blue and white checked school summer dress
- Plain black shoes, trainers or boots (not heeled)
- A weather appropriate coat

PE Kit

Exercise-appropriate, plain sportswear (e.g. t-shirt, jogging bottoms, hoodie and trainers). Please ensure that sportswear only has a small logo and that t-shirts do not have print on the front or back)

Labelling of uniform

All items of school uniform should be clearly marked with your child's name. We cannot be responsible for unmarked items which are lost although we will always try hard to locate lost items for you.

Where to purchase uniform

Uniform Direct, Market Street, Gainsborough. Online ordering is available at <https://www.uniform-direct.com/acatalog/Mercers-Wood-Academy.html>. School Trends, www.schooltrendsonline.com.

Select "Find my school" and follow the order instructions. Alternatively, if you do not have access to the internet, you can collect an order form from school and order by post. Please note, this is a direct ordering system through the supplier and the Trust is unable to assist you with your order or post the order form on your behalf.

Jewellery, hair and make-up

Jewellery is not allowed except for a watch (we do not allow smart watches in school) and single stud earrings, which must be removed for PE. No make-up is allowed and long hair should be tied back with a discreet hairband. If your child is wearing in-appropriate jewellery, you will be asked to come in and remove it.

Food in school

Hot meals are provided by Ideal, an independent, external catering company specialising in primary school meals. Meals are prepared at our Whites Wood Academy site and comply with the Government's Guidance for School Meals. Children are able to choose from 5 menu options each day and there are regular themed meals.

Ordering school meals online

All school meals must be ordered using the School Meals Online ordering service www.schoolmealsonline.co.uk. All queries relating to ordering school meals should be directed to School Meals Online. Although all children are already provided with water, children may also bring a non-fizzy drink in a non-breakable, clearly named bottle.

Universal Infant Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals. We will automatically register children for a meal. However, parents should still register with the online ordering service and choose their child's preferred menu option. Meal option 1 is the default provided if you do not place a order.

Free School Meals

Please do not forget to register with the school if you believe you are entitled to Free School Meals. This is different to the Universal Infant Free School Meals programme. Please contact the school office for further information and guidance.

Packed lunches

Children who bring a packed lunch sit in the hall with their class. Please ensure that your child brings their food in a secure container clearly marked with their name. If you wish to send a drink then it should be in an unbreakable container and must not be a fizzy drink. Please also provide cutlery, e.g. spoon if necessary. We encourage all children to have a healthy packed lunch. Children should therefore not bring sweets or chocolate bars. **Please remember we are a nut-free school.**

If we are at all concerned, we may contact you to talk about what makes a healthy and balanced lunch.



Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Attendance

Regular attendance at school is vital for student achievements. Absence leads to missed experiences, missed learning and can negatively affect friendships. Tall Oaks Academy Trust constantly monitors and evaluates the progress of its pupils. The Trust works in partnership with pupils, parents and outside agencies to support all families to ensure pupils make good progress. We recognise that pupils who are absent will miss important educational opportunities which may affect their progress. If your child is going to be late to school or absent, please ring the school office to make them aware so they can update the class teacher and registers appropriately.

Punctuality

All registers will close at 9.10 am. A child who arrives after this time will be marked as late as well as an unauthorised absence.

Absence in term time

Only exceptional circumstances warrant an authorised leave of absence. The CEO will consider each request individually taking into account the circumstances. An authorised absence is where Tall Oaks Academy Trust accepts there is good reason for absence. An authorised absence requires a specific and detailed request from the parent/carer. Any pupil whose parent does not provide a reason for absence will be deemed to have been absent without an acceptable reason and the absence will be recorded as unauthorised. Unauthorised absence is any absence which does not fall into the following categories:

- Absence due to illness.
- Absence due to religious observance sanctioned by the religious body to which the parents belong.
- Medical appointments (evidence of such appointments will be requested for attendance records by the Attendance and Healthcare Officer).
- Personal reasons such as close family member's funerals, family crises, emergency hospital visits. This list is not exhaustive and the CEO will make the final decision or delegate it to the Head of School.
- Visits to the Lincolnshire Show (1 day only unless a participant or exhibitor).
- Any other exceptional circumstances agree by the CEO.

The Trust is not obliged to accept the explanation offered as a valid reason but will remain proportionate and fair within the current Government Guidelines in the best interests of the child.

Illness and medication in school

What to do if your child is absent from school due to illness

If your child is going to be absent from school due to illness, please contact the school office by telephone between 8.00 am and 9.30 am. This will allow us to update our registers and ensure we know where all children are who have not arrived at school. We will always contact parents when children are absent if we have not received a message from you about the reason for absence. Your cooperation in this matter is extremely important so that we can ensure the safety of all our children by knowing where they are.

What to do if your child has a medical appointment.

If your child has a medical appointment, you will need to complete a Request for Absence due to Medical Appointment form prior to the appointment. Please also provide any supporting evidence such as an appointment letter or reminder text. If children become unwell or have an accident needing professional medical attention at school, you will be contacted directly. It is therefore important that contact telephone numbers are kept up to date and we are informed of any changes. Changes can be made via the Arbor app or with the school office. If we are unable to contact you or any of the emergency contacts you have provided, and the school deem it necessary, your child may be taken directly to hospital.

Headlice

If your child has headlice please ensure they have been treated as soon as possible. Whilst your child is being treated, they are still required to attend school. Please inform school if your child has headlice, this will allow us to inform other parents enabling them to check and treat their children if necessary. Prevention by regular wet combing once a week is recommended. If headlice are present, treatment and daily wet combing is recommended for 2 weeks.

Medicines

If your child has been prescribed or is using over-the-counter medicines during the school day, we require you to come into school to administer it. School staff are able to store and administer medications if no-one is available to do so. All medication should be brought in to school via the school office.

Children should not have any form of medication including cough sweets, creams etc on their person under any circumstances.

Asthma

Children who have inhalers will have them readily available within the classroom. Inhalers will be kept in a safe but accessible place. Depending on the needs of the individual, inhalers will be taken to all physical activities. Inhalers must be labelled and include guidelines on administration; it is the responsibility of parents to regularly check the condition of inhalers/spacers and ensure that they are working and have not been completely discharged.

Internet safety

We take online safety very seriously. Children are supervised while using the internet and given clear instructions about what to do if they see something on a website which makes them uncomfortable. We also apply strong age-appropriate filters.

Mobile phones

Mobile phones are not allowed in school. If a pupil does for any reason bring a phone, it must be handed in to the school office for the duration of the school day.

Clubs

It gives us great pleasure to inform you that we will be working in partnership with the Gainsborough Trinity Foundation for our sporting provision this year. In addition to this, they will be running some of our after-school clubs. We also offer a selection of other clubs throughout the year.

Helping to support children's learning at home

We provide age-appropriate homework for all children. This consists of weekly reading, spellings and multiplication tables/number bonds.

Special educational needs (SEND)

If you think your child has additional needs or have a concern that you would like to discuss, then please contact your child's class teacher or school office. More details of our SEND provision can be found on our website under Key Information/SEND.

Emergency arrangements

Severe weather procedures

Trust schools will endeavour to stay open if at all possible during periods of severe weather. Should conditions mean that the school needs to close, parents will be notified of the decision in one of the following ways:

- By Arbor in-app message at approximately 7.00 am.
- By local radio (Lincs FM (102.2 FM) or BBC Radio Lincolnshire (94.9 FM, 104.7 FM)).
- Through our website.
- Social media.
- By telephone.

If the school is required to close at a time within the school day, parents will be notified by the same channels.

Please also ensure that children are dressed appropriately for weather conditions and have a suitable warm coat and shoes/boots that have a good grip in icy conditions. Children may wear wellington boots to and from school, but will be required to change into school shoes or trainers whilst within the school building.

What to do if you have a concern/complaint

If you have any questions or concerns about your child or the school, then it is always important to raise them with the class teacher. If you are unsatisfied with the outcome, you should arrange an appointment with the Head of School; most problems can be sorted this way.



Parental involvement

We believe that children whose parents are involved and interested in their learning do well. We involve parents in their children's learning and encourage them to be active members of the school community.

Communication with parents is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

Communicating with parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number or your work's address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

We use the Arbor app, Twitter and Facebook to communicate with parents and celebrate children's learning.

Policies

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability.

All of our policies are available on our school website, talloakstrust.eschools.co.uk.



Our vision and values

To become the best version of ourselves.

Mission Statement:

Through a commitment to improving the lives of our children; through a dedication to improving the skills and practice of our staff; through valuing every member of our school community; through nurturing our most vulnerable and challenging our most able; through a constant desire to improve - even just a little - every day we will become the best version of ourselves.

Our Core Values:

- Engagement.
- Aspiration.
- Resilience.
- Wellbeing.



Term dates

Term 1, 2023

Pupil Non-Contact Day
School Opens
Pupil Non-Contact Day
School Closes

Monday 4th September
Tuesday 5th September
Friday 8th September
Friday 20th October

Term 2, 2023

Pupil Non-Contact Day
School Opens
School Closes

Monday 30th October
Tuesday 31st October
Wednesday 20th December

Term 3, 2024

School Opens
School Closes

Wednesday 3rd January
Friday 9th February

Term 4, 2024

School Opens
School Closes

Monday 19th February
Thursday 28th March

Term 5, 2024

School Opens
School Closed (May Day)
School Closes

Monday 15th April
Monday 6th May
Friday 24th May

Term 6, 2024

School Opens
School Closes

Monday 3rd June
Thursday 18th July

The two final inset days will be arranged as after-school workshops



How to find us

Tall Oaks Academy Trust Ltd T/A Tall Oaks Academy Trust

Mercer's Wood Academy

Ropery Road
Gainsborough

Lincolnshire
DN21 2PD

Phone: 01427 612572

Email: mercerooffice@talloaksacademy.co.uk

Website: talloakstrust.eschools.co.uk

