

**PARENT
HANDBOOK**



ILSHAM

CHURCH OF ENGLAND ACADEMY

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DEAR FAMILIES

It is my pleasure to welcome you and your child to our family of schools, The Learning Academy Partnership (School Trust). It is a privilege to welcome your child to Ilsham C of E Academy.

Starting nursery and school is an important step in your child's journey, through education and by working together we will be able to ensure that your child flourishes and has the very best start to their school life.

As a parent or carer, you can be assured that by choosing a school in the Learning Academy Partnership, you are joining a School Trust that constantly strives to provide children with the very best educational offer and experience. Your child will be cared for, inspired, and have fun through an exciting curriculum offer and they will be part of a community where they will achieve academic success.

As the Trust Lead, my role is to be accountable for ensuring that our schools provide an exceptional education experience for your child. I do this through ensuring that we seize all the benefits and opportunities that being part of a School Trust brings. By working together, as a large family of schools, we can achieve and offer so much more for your child than if we work alone.

The School Trust began in 2012 and has grown to a family of schools across Cornwall, Devon and Torbay. We are successful because we work together as a collective to serve our local communities and empower our children to be the best that they can be. We do this by offering you and your child remarkable leaders, teachers and staff who will ensure that your child has a flying start to their school life.

Our children benefit from the fact that we are a National English Hub, which means the Department for Education recognises our expertise in developing reading and early language, every child in our School Trust is a reader.



TRUST LEAD WELCOME

Each year we produce our [Annual Report to Families, Colleagues and Communities](#) which captures the impact that we have on children's education. You can find out how we use our funding, impact of children's outcomes and how we work as a School Trust.

You can find out more about our School Trust on our website www.lapsw.co.uk. We pride ourselves in being rooted in the communities that we serve. Each of our schools is unique and distinctive and we celebrate this through the education that your child will receive.

We are at the very beginning of the relationship that we will build with you as a family and I encourage you to become involved in the school community, come along to parent events, be part of the parent teacher association and use your opportunity to give feedback and help us continually improve on what we offer your child.

Once again, I would like to thank you for trusting us with your child's education by choosing a school within the Learning Academy Partnership family. We are committed to ensuring the very best for your child during their time with us in order that they have all the tools, opportunities and choices available to them when they take their next leap on their school journey, into secondary education.

Tracey Cleverly, Trust Lead

OUR VISION & VALUES

OUR MISSION

Flourishing Futures

(John 10:10 He came so that they may have life and live it to the full)

OUR VISION

To be an exceptional School Trust. We are committed to social mobility and a culture of belonging. We do this by investing in people, enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

OUR VALUES

Excel: We champion opportunity and equality for all and in all that we do.

Empower: We invest in each other and our communities.

Together: We are one team and agree to work as one family.

WE BELIEVE

We are Stronger Together: We deliver and achieve more than we could ever do individually

In a Sense of Belonging: Every member of our School Trust matters and knows that they belong.

In Removing Barriers: Ensuring that where you begin does not limit your horizons.

In Realising the Possible: You cannot be what you cannot see.

HEAD TEACHER WELCOME

Dear parents and carers,

I am delighted to welcome you to Ilsham Church of England Academy. We believe that the choice of your child's school is the most important of all and the wonderful team and I are privileged that you have chosen to become part of our school family.

Our school is nestled within the heart of Wellwood, with a reputation for being a supportive and caring community. Our amazing pupils are the jewels in our crown. All of our staff are dedicated to the development of our children in the fullest sense possible and we pride ourselves on putting children first in every aspect of school life.

Our Christian vision for our school is: 'To grow and flourish wherever you are planted.' We live our vision through our values. At Ilsham, as a church school family, we want to be: respectful, compassionate, courageous, honest and inspirational. Within our distinctive community, our Christian school nurtures growth, giving courage to face challenges, and abundant opportunities for unique strengths to blossom. Everyone feels valued and has the skills to make wise choices for themselves and others, and trust in the brightest future.



By providing the opportunities and experience to nurture children's curiosity and knowledge, we will support them to develop the skills they need to move through their education and into the world beyond. We believe in providing children with a rich, vibrant curriculum, which enables them to gain knowledge and confidence to develop skills but also grow as a learner, preparing them for the next step on their journey. We are a happy school; we care about each other, and we are proud of how we work together as part of a wider community.

I look forward to working closely with you.

Jake Grinsill, Head Teacher

CHURCH STATEMENT

The Governing Body aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. This will be explicit in Church schools.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.

Our mission statement, through our core values of Compassion, Trust, Peace, Wisdom, Creation and Creativity and Love, is to:

- Live and experience our values at the heart of all we do.
- Encourage an understanding of the meaning and significance of being part of a faith community through the experiences we offer.
- Achieve excellence for every child: Wanting the best for everyone.
- Work in partnership with each other, with home, church and the wider community.



**WELCOME
TO ILSHAM**



TERM DATES

2025 - 2026

AUTUMN TERM 2025

START:
3RD SEPTEMBER 2025

ENDS: 19TH DECEMBER 2025

HALF TERM:
27TH - 31ST OCTOBER 2025

SPRING TERM 2026

START:
5TH JANUARY 2026

HALF TERM:
16TH - 20TH FEBRUARY 2026

END:
2ND APRIL 2026

SUMMER TERM 2026

NON PUPIL DAY:
20TH APRIL 2026

START:
21ST APRIL 2026

BANK HOLIDAY:
4TH MAY 2026

HALF TERM:
25TH - 29TH MAY 2026

NON PUPIL DAY:
1ST - 4TH JUNE 2026

HOLIDAY:
5TH JUNE 2026

END:
24TH JULY 2026

[Isham Church of England Academy - Term Dates](#)

OUR SCHOOL DAY

SCHOOL:

Start of the school day:

The Academy day begins at **8.30am**, when the gates open.

Lunchtime is: 11.45am – 12.30pm (EYFS)
 11.55 am – 12.40pm (Key Stage 1)
 12.15 - 1.00pm (Key Stage 2)

The Academy Day ends at 3pm for all children after any initial induction period for Reception children.

The gates open at 8.30am so there is no need to arrive very early. Arriving five minutes before Academy begins is early enough, especially in wet weather. Children go straight into their classroom on arrival.

COLLECTION AT THE END OF THE DAY:

If a parent or carer is going to be late collecting a child, it is vital to let us know as soon as possible.

We understand that sometimes there are unavoidable delays, but it can be distressing for a small child to be left, even for five minutes, after the other children have left. They become anxious that they have been forgotten or that something has happened to the person collecting them.

If there is a change in the collection arrangements, please inform the school office or your child's class teacher. Children are not allowed to leave unless accompanied by a known adult.

UNIFORM

The Trustees, staff and parents at Ilsham Church of England Academy place great emphasis on high standards. Our drive to realising these standards encompasses all aspects of Academy life; teaching & learning; relationships; behaviour and dress code, etc. Wearing of the correct Academy uniform is essential. The support of parents is very important in this. It is very important that **all clothing is clearly labelled**.

Uniform:

- Red Academy sweatshirt or cardigan with logo (required)
- White polo shirt
- Grey trousers / shorts / skirt
- Grey pinafore dress / red & white checked dress (summer)
- Grey or white socks / plain grey tights
- Black enclosed shoes (no trainers)

Sports Kit:

- Separate white P.E. T-shirt (logo optional)
- Stretchy, black or navy shorts
- Plimsolls / trainers
- Jogging bottoms / leggings are permitted in cold weather (no brands)
- A small bag to keep items in at school

It is essential your child has a school book bag with them every day.

Reading books and important information will be transported daily in this bag between home and school. If your child does not have a book bag you may miss out on some vital information and in some cases, we will not be able to send books home without one.

Please make sure your child knows if there is something important to be handed in. Also please make sure someone at home checks the book bag as children cannot always be relied upon to remember that there may be important information in there.

Personal electronic devices, including mobile phones and smart watches, are not permitted to be worn or brought into school by pupils unless explicitly agreed in advance for safeguarding or medical reasons.

KEY CONTACT DETAILS

Ilsham Church of England Academy
Ilsham Road
Torquay
TQ1 2JQ

- Tel: 01803 292313
- Email: ilsham@lapsw.org
- Website: [Ilsham Church of England Academy - Home](#)
- Facebook: [Ilsham C of E Academy | Facebook](#)

OUR SCHOOL



INTRODUCTION

The Reception year follows the Early Years Foundation Stage Curriculum to build on children's Nursery and pre-school experiences, preparing children for the start of the National Curriculum in Year 1.

When children start in our reception class, we support our families by providing information to ensure a smooth transition into school from their nursery or other pre-school setting. It is crucial that we build relationships with our families and to do this we endeavour to communicate as much information as we can to support parents with the induction process; including opportunities to visit school and 1:1 meetings to get to know our families better.

All information can be found on our Admissions page on the website [Ilsham Church of England Academy - Admissions](#) but if you have any questions at all prior to your child starting school then do please contact the school office.

ATTENDANCE

The school must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Our Attendance and Absence Policy is available on our website [Ilsham Church of England Academy - Trust Policies](#) or from the school office.

Please phone the school immediately if your child is unable to attend school. The school strongly discourages any absence during the academic year and the Trustees endorse this.

If it is necessary to collect your child during the school day you must sign your child out at the school office.

Good attendance is noted and rewarded with Certificates. Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children. Good attendance is celebrated in the Celebration Assembly each week.

All requests for absence including medical appointments, must be made by completing a 'Leave of Absence form' as well in advance as possible, of the date of absence. This form is available from the website [Absence Request Form](#) or from the school office. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences within any six-month period (each morning and afternoon is one session, therefore each day comprises two sessions) a Penalty Notice referral may be sent to the Local Authority, who will then make the final decision about whether a Penalty Notice should be issued.

Local Authority Penalty Notice Code of Conduct: [Penalty Notices for Dealing with Cases of Non-Attendance - Appendix 1.doc.pdf](#)

WRAP AROUND CARE

We understand the pressures that working parents have juggling work and school and because of this we provide our parents with a childcare service from 7.45am until 8.30am at Breakfast Club. This service is available for Reception children to Year 6: [Ilsham Church of England Academy - Extra-Curricular Clubs](#) Please book and pay for this service on the school's Cashless Payment system.

We do not have an after-school club, but a local option is available (details on request) and we do run some extra-curricular clubs.

EXTRA-CURRICULAR ACTIVITIES

We run a variety of clubs on a termly basis. For more information please visit our website [Ilsham Church of England Academy - Extra-Curricular Clubs](#) or contact the school office.

EDUCATIONAL VISITS

The curriculum is supported and enriched by a planned schedule of events and outings, and we encourage the children to learn from first-hand experiences. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the Parental Permission slip for Offsite Activities when their child joins our school.

On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parent's permission (SOE3).

Residential trips are offered annually, normally to children in Years 4 and 6.

CHARGING FOR ACTIVITIES

We aim to provide activities that build on the subjects of the Early Years Foundation Stage and the National Curriculum and are important to pupils' experiences. The school does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head Teacher, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

[Ilsham Church of England Academy - School Policies](#)

PLAYTIMES & TOYS

Playtimes are an opportunity for the children to go out into the playground and enjoy our play zones, where they can play with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning, so they always need a coat. Please do not let your child bring in toys from home to the school.

Please note that the academy operates a phone-free school day. Mobile phones, smart watches or other personal smart devices should not be brought into school by the pupils unless explicitly agreed in advance for safeguarding or medical reasons.

CELEBRATING ACHIEVEMENTS

The achievements that children make within our school are celebrated in a variety of ways, some more formal than others.

These include stickers, Star of the Week, P.E. Awards, Reading Awards, Times Table Rockstars and Attendance.

Friday is the Celebration Assembly where awards are presented. These are all in addition to any class arrangements.

COMMUNICATIONS

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from school to home, the main one being via the schools MIS system where we send information to you about the school, trips, key dates, news, weekly and monthly newsletters.

[Ilsham Church of England Academy - Newsletters & Forms](#)

We value our parents and carers contribution to school in many ways and your views and ideas for improvement are welcomed at meetings, as well as through questionnaires and surveys.

We hold are three separate consultation meetings during the academic year, each term, and these are an opportunity to discuss your child's progress and targets. Parents and carers will also receive full end of year written reports in the Summer term.

Your class teacher should always be your first point of contact, and we are always happy to meet with parents at other times during the school year should you have a query. Please contact the office for an appointment.

If parents or carers need to contact their child during the school day, this should always be done via the school office. Pupils do not use mobile phones in school.

DATA PROTECTION

We are committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act.

We need to process certain information about our staff, pupils and other individuals with whom we have a relationship for various purposes to enable us to fulfil our official functions and meet legal requirements.



Visit [Ilsham Church of England Academy - UK GDPR](#) to find out more including the types of data we collect and our lawful basis for processing.

HEALTHY EATING



INTRODUCTION

We are committed to giving children the opportunity to make healthy eating choices. The school enjoys all the benefits of in-house catering: delicious meals that are freshly prepared, nutritionally balanced with locally sourced ingredients. We actively promote our school meals and encourage our children to take full advantage of them. As a school, we recognise the commitment to providing healthy food and food education and therefore through Forest School we involve the children to grow their own produce and educate them on the origin and sourcing of food and developing lifelong cooking skills and healthy eating habits.

WATER: Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access. In EYFS children also have access to self-serve water throughout the day, if they prefer to drink from a cup rather than bottle.

FRUIT: As part of the 'Fruit for Schools' scheme the Reception and Key Stage 1 children are offered a piece of fruit each day.

MILK: This is free and available to every child under the age of five.

SCHOOL LUNCHES

All children in Reception, Year 1 and Year 2 are eligible to receive **free school meals** and will be provided with a hot meal of their choice or a packed lunch from our Catering Team.

From Year 3 onwards, children whose parents are in receipt of specific benefits are entitled to free school meals. Visit [Free school meals - Torbay Council](#) to find out more and to see if you are eligible.

There is currently a choice of main meal, including a vegetarian option, served with vegetables or salad, fresh bread, a pudding, fruit or yogurt, or a packed lunch. You can view the current menus on our website:

[Ilsham Church of England Academy - School Lunches](#)

If you are not entitled to a free school meal, then a hot meal or packed lunch can be booked and paid for via the school's cashless payment system.

There's so much we consider when developing a primary school menu – variety, colour, taste and texture are all vital to the success of a dish when it comes to our primary school customers. For the younger ones we use taster portions to encourage them to try something new or different. Once unfamiliar food becomes recognisable, the children are more likely to expand their food choices. Look out for our theme days that will bring together our school lunches and the curriculum!

PACKED LUNCH: Children are welcome to bring packed lunches. Please do not include sweets or chocolates.

TREATS: As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats, without discussing with the class teachers.

The school understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head Teacher will discuss the needs of these children with parents on an individual basis.

FREE SCHOOL MEALS

Parents and guardians are encouraged to apply for free school meals when they enrol their child in school as this can also help their child's school to attract additional 'pupil premium' funding to support learning. Please see the Registration Form for more information.

HEALTH & SAFETY



PARKING & ROAD SAFETY

Please always park considerately and safely. We are part of a local community and must be considerate: please do not block the route or park on the yellow lines outside of school, as this obstructs access for other road users and the view for pedestrians.

Where possible we ask families to walk to school, but if you need to drive, please park considerately and safely, thinking about the children and the local residents.

GENERAL SAFETY

SITE SAFETY: The proper use of the playground and play equipment is important. We would ask parents not to allow their children to use the play equipment before and after school.

DOGS: Please do not bring dogs onto the school grounds or tie them up near the gate where parents and children are coming in and out. We have some children with high anxiety and fears of dogs. The close contact of a dog could cause extreme panic.

JEWELLERY: In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

LONG HAIR: In the interests of health and safety please could you make sure that if your child's hair is long, it is tied back during the school day.

SUN SAFETY: The prime message for children and staff is stay out of the sun as much as possible. Cover up with clothing and hats. Use a high factor sun block.

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

BEHAVIOUR

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others' roles and responsibilities. We have an agreed Positive Behaviour Policy: [lpsw.co.uk/ site/data/files/users/governance/9B347935F070E9631F2077AF2DAE5ED4.pdf](https://lpsw.co.uk/site/data/files/users/governance/9B347935F070E9631F2077AF2DAE5ED4.pdf)

SAFEGUARDING & CHILD PROTECTION

The school has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a child protection policy and procedures. If there are concerns about a child, the school may make a direct referral to the statutory child welfare agencies and/or Social Services.

Please see our Safeguarding & Child Protection Policy for more details [Isham Church of England Academy - Trust Policies](#)



HEALTH ISSUES

EMERGENCIES: It is essential that the school is kept informed of any changes of address or telephone number. Please ensure that the Administrator has a number where a parent or nominated person can be contacted during the day. It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day, they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies e.g. plasters etc.



MEDICINES: If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete an 'Administration of Asthma Inhalers in Schools' form from the school office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form.

Do not send medication into the school in your child's book bag. This can be given into reception to administer.

Please remember to let the office know if there is any change to your child's medication.

ILLNESS AND ABSENCE: We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 48 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect. Please check with your doctor when it is appropriate for your child to return to school.

Please phone the school for each day your child does not come into school. If your child is absent for three days or more a doctor's note or medical evidence will be required.

HEAD LICE: Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to school.

SPARE CLOTHES: We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.