BLACKPOOL GATEWAY ACADEMY

INFORMATION FOR PARENTS / SCHOOL PROSPECTUS

FCAT
The best we can be

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WELCOME

A very warm welcome to you and your family,

Here at Blackpool Gateway Academy, our aim is to take pupils on an exciting and nurturing learning journey and give them the ability to create and shape their own achievements and aspirations through inspirational and challenging teaching. As we navigate the unusual times brought about by Covid this last year, there has been a strong ethos in school to maintain the very best education wherever we can.

We want our school to be a place of learning, where expectations for all are high, and there is strong communication between home and school to benefit your child. Pupil well-being is at the heart of everything we do. We aim to ensure all children thrive at Gateway, feel safe, have fun and enjoy success. We want pupils' time in our school to be memorable and happy.

We currently have some 360 pupils on roll, now that we have full capacity in what was a new build school and capacity for 26 places in our very successful Nursery provision.

We joined the Fylde Coast Academy Trust family of schools in 2016 and this has strengthened our development and collaboration as we grow every year. You can learn a little more about our school, staff and curriculum through our website https://gateway.fcat.org.uk/.

We highly value partnership between home and school and ask that our parents take an active and supportive role in school life. We usually welcome you in school to join in the educational and community journey and of course times are different at the moment, but we have developed virtual ways of showing you how school is for children and have developed apps and creative ways to share information learning and achievements.

At Blackpool Gateway Academy we are developing our curriculum to ensure it meets all needs, placing emphasis on growth, possibility and community as our drivers that underpin all we do. We aim to give all children a wide range of experiences to allow them to flourish throughout school life which includes the development of the key skills and knowledge they need to thrive throughout their educational journey.

Our staff go from strength to strength and show compassion, care and interest in all of our children. Our high expectations mean no child is left behind and we look to provide experiences that allow all to be empowered, resilient, ambitious and proud, allowing for success in all they set out to achieve. We provide future life skills and love of learning through our FCAT core values which allow children to be confident, capable individuals who have the drive and enthusiasm for their futures.

We welcome applications for our yearly Reception intake and for places in our Nursery. Visitors are invited to tour our welcoming and friendly school and our website can give you a glimpse into school life.

We very much look forward to meeting you in the near future.

Mrs S Robinson

Headteacher

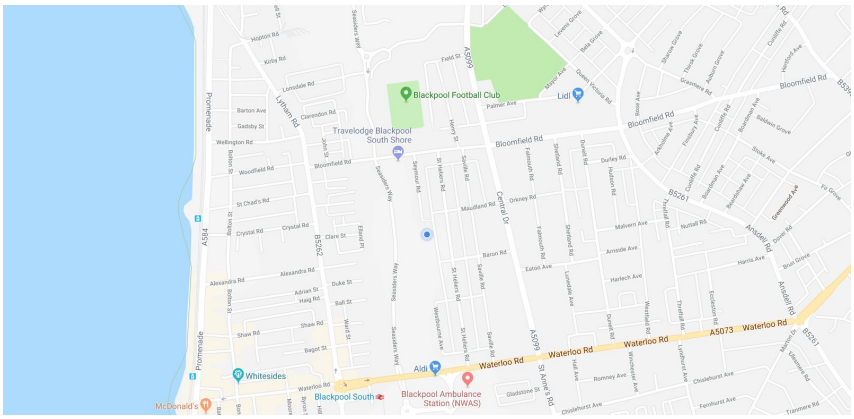
'Learning Today For A Brighter Tomorrow'

Gateway Academy School Council - April 2020

SCHOOL CONTACT DETAILS

If you need to get in touch with us at any time, our address/phone number/email contacts are as follows:

Blackpool Gateway Academy
Seymour Road
Blackpool
FY1 6JH
Tel/Fax: - 01253 402936
Email: admin@gateway.fcat.org.uk
Website: https://gateway.fcat.org.uk/



MISSION STATEMENT

'All are committed to high standards so that pupils and their parents can have high aspirations for their future'.

We endeavour to work together with parents, Governors and the local community to provide high quality care and education through continuous improvement.

Encouraging all children to enjoy learning, develop their best potential and show mutual respect for one another.

We promote independence and hope that all our pupils become 'life-long learners'.

SCHOOL INFORMATION

The directors of Fylde Coast Academy Trust (FCAT) are ultimately responsible through the local governing body for Blackpool Gateway Academy. Blackpool Gateway Academy is an academy school. It is a private company, limited by guarantee and registered in England and Wales.

Leadership Team
EXECUTIVE HEADTEACHER: Mrs. S. Bamber
HEADTEACHER: Mrs. S. Robinson
DEPUTY HEADTEACHER/SENDCO/DSL: Miss E Frankland

Governors

CHAIR OF GOVERNORS:	Mrs. F. Greeves
EXECUTIVE HEADTEACHER:	Mrs S. Bamber
HEADTEACHER:	Mrs. S. Robinson
STAFF REPRESENTATIVES:	Mr. J Walch and Mrs. L. Balshaw
PARENT REPRESENTATIVES:	Ms. G. Clayton - Safeguarding Governor
	Ms K Tomlinson
FCAT Governors :	Mrs J Gillespie
	Mrs B Whitehead

All correspondence to Governors should be addressed to the school.

ADMISSION ARRANGEMENTS

As an Academy, the governing body is the admissions authority. The governing body has delegated the responsibilities in relation to allocations and appeals to the local authority. Blackpool Gateway Academy operates within an equal preference scheme and welcomes all children.

All children who reach the age of 5 years during the academic year, which runs from 1st September to 31st August, will be admitted at one intake, early in the Autumn term, if their parents wish it. Children will be admitted to school initially on a part-time basis, attending for the morning session or afternoon session for a limited period of time.

SESSIONS

Doors Open:	8:45am
Morning Session:	8:55am - 12:15/12.30pm (Reception 12:00pm)
Playtime:	15 minutes during the morning session
Afternoon Session	1.00pm - 3.15pm

Children are supervised by teachers on duty and classroom assistants, during break times.

LATE - If your child arrives late (after 8.55am) a 'late mark' is given. Parents must accompany their child into school and report to the school office with children who are late, as they need to be included on dinner registers etc. Repeated lateness will be monitored and reported to parents. If it is considered an ongoing problem a visit to the home by a Pupil Welfare Officer will be arranged.

NURSERY

Our facilities include a 26 place Nursery with direct access to our secure EYFS outdoor provision. All of our staff are fully qualified to a minimum of Level 3 and are experienced in working within early years. We also have an EYFS Teacher working directly with the children.

Sessions

Sessions offered are based on parents' requirements and the well-being of the children. Initially we may offer half days until your child is fully settled into nursery life and will cope with attending a full day.

In addition to our core hours of 8.45 – 3.15 we can offer extended sessions in breakfast and after school club. These places are limited and need to be booked in advance, there is an additional charge for this facility. Additionally there is the option of half days and full days, which also includes a lunch at a charge of £1.50.

Experiences offered within our nursery are varied with a balance of adult led and child-initiated play which is led by the children's interests. We access the outdoors every day as part of our continuous provision and will play in all weathers unless conditions may cause risk to the children.

Core Hours

Mornings: 8.45am - 11.45am

Afternoons: 12.15pm - 3.15pm

Full days: 8.45am – 3.15pm

Extended Sessions (limited places)

8am – 8.45am

3.15pm – 5.45pm

Term Time Only

Nursery Fees: £4.00 an hour

Nursery places must be booked in a minimum of 3 hour sessions. We also recommend that children attend a minimum of two separate sessions a week.

Please Note: All children that attend our nursery must be fully toilet trained before they start.

If you would like further information about our nursery or to arrange to come and have a look round, please contact us on **01253-402936**.

BEFORE AND AFTER SCHOOL PROVISION

This is an out of school club offering places on a pre-booked basis to children who attend Blackpool Gateway Academy. The before and after school provision offers stimulating and creative activities for the children. An area is set aside within the club, for those children who wish to read or complete their homework. Staff members are all suitably qualified and experienced.

OPENING TIMES:
Breakfast Club 7.45 am to 8.45 am
After School Club 3.15 pm to 6.00 pm

FEES:
Breakfast Club - There will be a charge of £2.50 per session.
After School Club - There will be a charge of £6.50 per session.
Payments are by way of Parent Pay and are to be made in advance of sessions taken.

If you wish to enquire about booking your child into this provision, please telephone: **01253-402936**

ATTENDANCE

If your child is ill or unable to attend school, please send a message to school giving the reason for absence before 9.10am - messages can be left on our 24 hour answer phone. If a child is absent and we do not know why, a member of staff will endeavour to contact parents after 9.10 am. Following an absence, when your child returns to school, **a written note** with the date and reason for your child's absence must be sent into school **(this is a legal requirement)**.

If your child has a hospital/doctor/clinic appointment please let the class teacher know in advance and inform the school office. We ask that appointments are made, whenever possible, outside school hours.

If your child has an infectious or contagious disease it is important that the school is notified and a doctor's clearance obtained before he/she returns to school.

Repeated absences and holidays taken during term seriously interrupt children's education.

Attendance at school is a legal requirement. The school is obliged to record children's absence as authorised and unauthorised. Only the principal can authorise absence. Attendance at school is closely monitored and concern about an individual pupil will be reported to the pupil welfare officer. A home visit may be made to discuss problems with attendance. The Department of Education defines "persistent absence" as below 90%

PUPIL ABSENCE INFORMATION
Our current average attendance is 94.8%
Our attendance target is 95%.

HOME/SCHOOL LINKS

We encourage a close co-operation between home and school and have an 'open door' policy for parents to chat to the family engagement manager, senior leadership team, SENDCO or teachers about their child.

However, for security reasons we ask parents to inform the principal or school secretary of their visit into school before proceeding to classrooms and to make an appointment to see a member of staff at a mutually convenient time.

A copy of the Home School Agreement is given to all parents.

We encourage all parents to take an active part in their child's education. Some of our parents help in school during the school day, offering assistance and support to the teachers. Helpers in the classrooms are invaluable and if you feel that you have a couple of hours to spare on a regular basis or can help in any way, please let us know – we would be most grateful. It is advisable that you help in a class other than your own child's. If you are able to assist at school, please contact the school office.

All volunteers will be asked to complete a registration form and a disclosure from the Disclosure and Barring Service will then be sought prior to any volunteers helping in school. When volunteers arrive to help at school, please report to the office and sign on our electronic sign-in application. Please make sure you are aware of the fire evacuation procedures.

COMMUNICATION

The majority of information about the school can be found on the website. This includes holiday dates, letters, newsletters, class pages, reminders, forms and a calendar for the entire year. Please visit: https://www.gateway.fcat.org.uk/

Methods of communication we use are:

- Parent App
- Newsletters
- Letters from class teachers
- Class Dojo
- Reports to parents about child's progress
- Letters to parents about issues and problems
- Calendars of events, policies, PTFA information on the school website

The school operates a text messaging service to support our home/school links. **Please keep us up to date with addresses, telephone numbers and emergency contact numbers.**

We communicate with parents by individual or general letter, by telephone or in person dependent upon the nature of the information. Letters can be from the principal, class teachers, the chair of governors or the PTFA.

Information from Home to School
There are times when parents need to communicate with school. Please contact us if:
• Your child is going to be absent from school due to illness.
• Your child is going to be absent for a reason other than illness.
• You require your child to leave school before 3.15 p.m. (Please try to make appointments etc. during out of school time where possible.)
• You have important information for the teacher regarding your child.

SCHOOL INFORMATION AND POLICIES

We have many policies covering the curriculum, health and safety, staffing, financial arrangements and organisation of the school.

Many of these can be found in full on the school website along with a range of useful information, please visit: https://www.gateway.fcat.org.uk/

PARENTPAY

Blackpool Gateway Academy is a cashless school. If parents are required to pay for anything, this must be paid through ParentPay.

https://www.parentpay.com/

DRESS AND APPEARANCE

We ask parents to name all items of clothing and possessions.

We do not encourage the wearing of jewellery in school, for example necklaces, rings etc. If watches are worn (older children who can tell the time), we ask for them to be named. No jewellery will be allowed during PE for health and safety reasons. **Earrings cannot be worn during PE lessons - children must be able to remove them themselves.** Please note, no earrings or jewellery are to be worn by children in Foundation Stage. If children do have their ears pierced, please have it done at the start of the 6 week summer holiday.

KS1 BOYS UNIFORM	KS1 GIRLS UNIFORM
White short sleeved polo shirt School sweatshirt Grey shorts/long trousers Grey socks Black shoes (not trainers)	Blue checked or striped summer dress White short sleeved polo shirt School sweatshirt/cardigan Grey shorts/long trousers Grey pinafore/skirt Grey/white socks/grey tights Black shoes (not boots)
KS2 BOYS UNIFORM	**KS2 GIRLS UNIFORM**

White collared shirt and school tie Grey long/short trousers School sweatshirt Grey socks Black shoes (not trainers)	Blue check/stripe summer dress White blouse and school tie Grey shorts/long trousers Grey pinafore/skirt School sweatshirt/cardigan Grey/white socks /grey tights Black shoes (not boots)

PHYSICAL EDUCATION UNIFORM (Boys and Girls)

On each classes' 'PE day' children are asked to come to school in their PE kit and remain in it for the entire day. By doing this we are able to increase the total amount of time spent doing physical activity and prevent valuable time being wasted getting changed.

On this day pupils will be able to come to school in their own trainers or pumps too (but **ONLY** on this day.) Trainers provide better support for your child's feet as physical activities become more challenging.

Kit will be as follows :

Year Group	Kit	Footwear
Nursery/Reception/ Year 1/Year 2	white collared polo shirt blue school jumper/cardigan/blue BGA sport hoodie black BGA logo **or** plain cuffed tracksuit bottoms Summer - Black P.E shorts may be worn to school	white **or** grey socks pumps **or** trainers
Year 3/ Year 4/ Year 5/ Year 6	white collared t-shirt blue school jumper **or** blue BGA sport hoodie black BGA logo **or** plain cuffed tracksuit bottoms Summer - Black P.E shorts may be worn to school	1. white **or** grey socks 2. pumps **or** trainers

School book bags are available from the School office. These will be free in the first instance but replacements must be paid for. Please do not send a 'backpack' to school as they are too large and do not fit in our cloakroom areas.

Extremes of fashion, both in terms of clothing or personal appearance are not allowed in school. All shoulder length/long hair must be tied back with a red, white or blue bobble, band or scrunchie. Boys' hair should not be shaved below a grade 2 and we request that patterns are not shaved into the head as this is inappropriate for school. By drawing attention to themselves in this way, children open themselves to potential ridicule and distract other pupils from their work. We also ask that children do not wear nail varnish in school. In common with all other schools in the country, the principal reserves the right to make the final decision regarding matters of this nature.

Mobile phones are not encouraged, but if deemed essential, must be handed in to the school office at the start of the school day.

LEARNING AT GATEWAY ACADEMY

EARLY YEARS FOUNDATION STAGE

For children aged 4-5 years in the Nursery to the end of Reception class

The Foundation Stage is about developing key learning skills; listening, speaking, concentrating, persistence and learning to work and cooperate with others.

The curriculum is organised into three prime areas of learning:

- personal, social and emotional development
- communication and language
- physical development

and into four specific areas:

- literacy
- mathematics
- understanding the world
- expressive arts and design

The outdoor environment is a special part of the early years curriculum. As such, it is well resourced, planned for and available each day.

Staff will complete an on-entry baseline assessment with the children during the first few weeks in September, or shortly after they join the school.

KEY STAGE 1 AND KEY STAGE 2

For each core subject (English, Mathematics and Science) and each foundation subject (Design Technology, Computing, History, Geography, Art & Design, Music, Physical Education, Personal, Social and Health Education and Religious Education) programmes of study set out what pupils should be taught and attainment targets set out the expected standards of pupils' performance. Modern Foreign Language is also taught at Key Stage 2.

At the end of Key Stage 1 pupils are assessed by the class teacher against national expectations. At the end of Key Stage 2, pupils are given a series of nationally determined tests, marked externally – called Standard Assessment Tests (SATs) to determine their level of attainment.

The school provides a written annual report to parents and holds regular formal/informal open evenings during the year.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education makes a distinctive contribution to the school curriculum by developing pupils' knowledge and understanding of beliefs, practices, language and traditions and their influence on individuals, communities, societies and cultures. We follow the Lancashire agreed framework and syllabus for Religious Education. There is a daily act of collective worship, which is mainly Christian in nature.

If you feel that your child needs to be excused from attendance of collective worship or religious education, please inform the principal.

SEX AND RELATIONSHIPS EDUCATION

Sex education is taught throughout the school both as a discrete subject and as part of the science curriculum. Parents are informed of the content and if they so wish, they have the right to withdraw their child.

INCLUSIVE PROVISION

Within each class, work is differentiated to suit the needs of the individual child. Inclusive provision is designed to meet the needs of those children with learning difficulties, sensory impairment, physical difficulties, behavioural and emotional needs, as well as meeting the needs of especially gifted and talented children. If your child has Special Educational Needs or additional needs, you will be invited to school on a termly basis to meet with the class teacher to discuss the individual educational plan which has been put in place to help your child.

If your child is experiencing any problem that is affecting his/her progress we will:-

- inform you
- invite you to come and discuss the concerns
- involve you in helping your child to succeed during his/her time at Blackpool Gateway Academy.

We may also decide together to involve the specialist help of staff from outside agencies.

If you have any concerns please first contact your child's class teacher, who will liaise with the Special Needs Co-ordinator.

DISABLED PUPILS

The Disability Discrimination Act (DDA) 1995 was extended to include education by the Special Educational needs and Disability Act 2001. In accordance with this legislation, the Governing Body of Blackpool Gateway Academy recognise their three key duties:

- Not to treat disabled pupils less favourably for a reason related to their disability
- To make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage
- To plan to increase access to education for disabled pupils

The Governing Body has sought to fulfil these duties by reviewing access to the school and its curriculum through the formulation of an accessibility plan to increase access to the school for those with disabilities and working towards meeting the targets identified within the plan.

We are required to resource, implement and review our accessibility plan as necessary and it will be reported on annually in Governing Body minutes. This plan will be monitored and evaluated by the Governing Body. The school aims to ensure that disabled pupils are treated on equal terms with other pupils.

HOMEWORK

Children make the best progress if parents and school work together. We expect parents to hear their children read on a daily basis and support them in activities such as learning spellings and memorising multiplication tables. Parents can encourage correct letter formation, presentation of work, good handwriting, questioning children about what they have read, taking them to the library and showing a love of reading.
Homework may also be given to support planned areas of study in class, if a child needs additional practice in a specific area and to enable lost ground by absence to be made up. The amount of homework given to children increases as they move through the school.

Key Stage 1 – Daily reading, weekly Maths/English challenges and topic projects (approx. 1 hour per week)
Key Stage 2 – Daily reading, weekly Maths/English challenges and topic projects (approx. 2 hours per week)

BEHAVIOUR POLICY

At Gateway Academy, we follow the 'Gateway Golden Five':

- Follow instructions at the **first** time of asking.
- Show **respect** to all within Gateway, both people and school property.
- Always try our **best** and be positive and resilient in our work.
- Be **well-mannered**, honest and polite to all regardless of beliefs and religion.
- To have **kind hands and words** so we all feel safe to be ourselves.

We believe that all members of our school community should feel valued and respected, and that each person is treated fairly and well. We have high expectations of children's behaviour.
Children are encouraged to give their best in and out of the classroom and when asked to do something by an adult, children should do it the first time. We like to reward those children who behave well and make every effort with their work by awarding class dojo points and certificates. For those children who misbehave, certain sanctions may be used. Please see our Behaviour Policy on the school website for further details. Parents may be asked to visit the school to discuss their child's behaviour.

In addition, class teachers may set appropriate and specific rules for individual classes.

It is assumed that parents who choose to send their child to the school, will support and co-operate fully with the staff in maintaining high standards of work and behaviour. A home/school agreement will be issued to all parents for their signature.

As a school we recognise the need to reward good choices in behaviour. It is impressed upon children from an early age that they have a choice in how they behave.

We use a positive approach in encouraging good attitudes by rewarding and praising appropriate behaviour. Pupils and parents are encouraged to discuss any problems with staff (initially the class teacher, then Mrs Riley or Mrs Robinson) at the school if they are experiencing difficulties or feel concerned about the behaviour of others towards themselves. The school does not tolerate bullying of any kind and has an anti-bullying policy, which can be found on the school website.

COMMENTS AND COMPLAINTS

Any complaints regarding the curriculum or school matters in general should be discussed initially with the class teacher. If you wish to proceed further with your complaint then the Complaints Procedure should be followed.

If you remain dissatisfied with the result, please discuss it with a member of the Senior Leadership Team and then the principal.

If attempts to settle the concern informally have failed, then the principal will supply the complainant with the name of the Clerk to the Governors.

This school has a duty of care towards our pupils and staff and will not accept unreasonable behaviour.

CHILD PROTECTION

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If a member of staff has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse, the school will follow the child protection procedures and inform social services of its concern. This could involve a visit to the child's home by a social worker.
Miss Frankland, the academy Deputy Headteacher, is the Designated Person for Child Protection.

EQUAL OPPORTUNITIES

All pupils and staff are equally valued regardless of age, ability, colour, class, race, gender, religion or physical need. All pupils have equal access to the curriculum and are placed in mixed gender age groups throughout. The curriculum and its resources are designed and delivered to reflect the multi-cultural framework of our society.

INSPECTION

Blackpool Gateway Academy was last inspected in June 2018. The full report can be accessed through the Ofsted website (www.ofsted.gov.uk).

PARENT FORUM

All parents are automatically members of the Parent Forum. Blackpool Gateway Academy has an active, enthusiastic and supportive Forum who engage with developments in school relating to teaching and learning and curriculum issues. They also get involved and help organise activities to raise extra funds for our school. This Forum is open to all parents.

EXTRA CURRICULAR ACTIVITIES AND VISITS

We usually aim to offer a range of extra curricular experiences throughout the school. Clubs that have been available during the school year have included:

Football	Quick Cricket	Gymnastics
Dodgeball	iPad Club	Choir
Craft	Ball Sports	Homework Club
Board Games Club	Library Club	Multi-Skills
Netball	German	Photography
Needlework	Maths	

Many of these activities depend heavily on help from members of staff who freely give their own time.

Educational visits are often arranged to support the studies that take place within the classroom. Each visit is carefully planned and organised to provide a valuable learning experience. If parents are asked to make a voluntary contribution towards the cost of a visit - a child will not be prevented from taking part in a visit on

the basis that a contribution has not been made. However, the school reserves the right to cancel a visit if it is not financially viable. The school reserves the right to exclude any child from a visit if his/her behaviour is not supportive of health & safety issues.

A residential visit is arranged for pupils in the Autumn term of Year 5.

HOLIDAY DATES

Holiday dates are available on our school website - Term Dates or from the school office.

HEALTH AND WELFARE

FIRST AID

If a child becomes unwell during the school day, parents will be contacted.
Please keep us informed of all up-to-date contact telephone numbers.

If your child sustains a bump to the head, as a matter of routine a note will be sent home to you. If an emergency situation arises we shall first endeavour to contact a parent and if necessary take your child to hospital.

ROAD SAFETY

The school actively supports the development of positive attitudes to road usage. This will be achieved through the integration of road safety themes and topics into the curriculum. From time to time children receive visits from the Police Road Safety Department to encourage good practice in road safety.

At Blackpool Gateway Academy, parents **must not** park on the 'KEEP CLEAR' and 'ZIG-ZAG' lines at the front of the school, nor drop children at these points. It is a parking offence and liable to a fine.

Parents are **not permitted** to park in the staff car park.
You will appreciate that the safety of children is paramount and it is therefore important that **cars must not stop close to school**, as this could put the children's lives at risk. We also ask that you park considerately for the sake of our neighbours.

Cycle shelters are available on the school site.

FIRE PRACTICES

Fire practices are held termly.

SECURITY

Security arrangements are constantly under review. In order to gain entry to the school the following procedure should be observed:

Please use the main entrance only. Our school has a window where you can speak to a member of staff. Once you have done so, you will be given entry to the school if necessary.

If you are assisting in school or visiting, please sign in using the electronic sign-in system and collect a sticker.

MEDICINES

We are prepared to hold medicines in school which have been prescribed by a doctor for use by children with complaints such as asthma. However before any prescribed medicine is sent to school **the office/class teacher must be consulted**. Medicine must be clearly labelled with the child's name and always accompanied by written instructions.

If your child has been prescribed medicine which needs administering four times a day, once the necessary form has been completed by parents, the First Aider will ensure that the child receives the prescribed dose. If a child needs medication more frequently, then perhaps he/she is not well enough to attend school.

All medicines are kept in a secure place.

If your child is unwell, please keep him/her at home until better, no matter how often your child declares they want to go to school! Children will not generally be allowed to stay indoors at playtime or during the lunch hour. This causes difficulty in giving adequate supervision – it is felt that if a child is not well enough to play out, they are not well enough to be in school.

Infectious Diseases – Recommended Absence Periods:

Sickness and diarrhoea – 48 hours after last episode
Chicken pox – Five days from onset of rash and all the lesions have crusted over
Conjunctivitis – None
Hand, foot and mouth – None
Measles or German Measles (Rubella) - Four days from onset of rash and recovered
Impetigo - Until lesions are crusted /healed or 48 hours after starting antibiotic treatment
Scarlet fever - Until 24hrs of appropriate antibiotic treatment completed
COVID-19 - see current government guidance

If you have any queries regarding your child's return to school following an infectious illness, please consult your GP.

HEAD LICE

Head lice have no preference for clean or dirty hair, so infection is absolutely no reflection on a family's standard of hygiene. Head lice are easy to detect and easy to protect against. Lice are greyish brown in colour, six legged insects about the size of a match head. Live eggs are skin coloured and found close to the scalp, empty egg sacs are white and shiny and found further along the hair shaft.

We would appreciate parents' help in checking your child's hair every week for head lice.

If you do find your child is infected, the hair should be treated before they return to school. Ask your local pharmacist or doctor to advise you about treatments which are available.
Do not forget you must treat the whole family.

DOGS

Please note that dogs are **not allowed** in the school grounds (with the exception of guide dogs).

PUPIL PREMIUM GRANT

Your child may be entitled to a Pupil Premium Grant. This enables the school to apply for extra funding to be spent on your child's education. If you are in receipt of certain benefits or think you may be eligible for this, please contact our school office or speak to Mrs. Riley - our Family Engagement Support Worker.

CHARGING POLICY

The 1988 Education Reform Act DFES Circular 2/89 requires the School Governors to inform parents of those activities organised by the school for which it would be appropriate to make a charge or request a contribution. The Governors endorse the policy of Blackpool Borough Council in this matter.

RESIDENTIAL VISITS

It is the school's policy that a charge will be made for board and lodgings. However, these charges may be remitted in respect of pupils whose parents receive Income Support or Family Credit. A voluntary contribution will be requested to pay for the cost of transport to and from the centre.

ACTIVITIES WHOLLY OR MOSTLY OUTSIDE SCHOOL HOURS

A charge may be made for any activity which is deemed to take place outside school hours which is not provided specifically to fulfill statutory duties in respect of the national curriculum or religious education. Activities for which charges could be made therefore include school associations and clubs, teams and a wide range of visits and trips.

FOOD IN SCHOOL

SCHOOL MEALS

Provision is made at lunchtime for children to stay for a school meal, bring a packed lunch or to go home. If staying at school, meals are served in a continuous sitting in the hall. Meals are cooked on the premises. The children spend their lunchtime under the direct supervision of Welfare Assistants.

Currently, universal free school meals are available for all children from Reception to Year 2. School meals for Year 3-6 cost £2 per day - £10 per week. If you feel that your child may be eligible for free school meals and you have not registered, please speak to someone in the school office.
Blackpool Gateway Academy is a cashless school and so parents are required to pay for their child's school meals using ParentPay. This year we are embarking on a new system called Cypad that will allow you to help make choices for meals from home.

PACKED LUNCHES

We ask you to observe the following arrangements:

- All drinks must be brought in a plastic container, never glass. Please avoid fizzy drinks.
- Packed lunch boxes must be **named on the outside**.
- No cans or metal containers are permitted
- Due to limited storage space please restrict the size of the lunch box. *Do not send backpacks.*

Changing between school dinners and packed lunches may take place at the beginning of a term or half term. Notice in writing must be given to the class teacher or the office before the end of the previous term.

Snacks are not allowed as they may deter children from eating their lunch. We are part of the National School Fruit scheme which is funded by lottery money to provide a fresh piece of fruit for Foundation and Key Stage 1 children each day. A drink of milk is available for every pupil once a day.