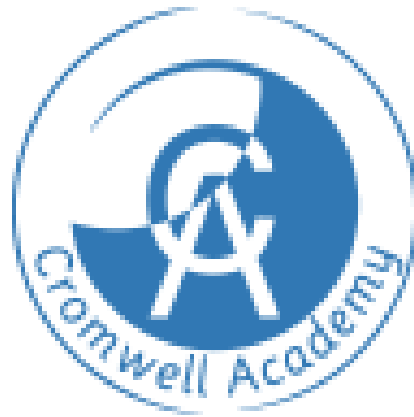


CROMWELL ACADEMY



Dream... Believe... Achieve

2022-2023
PROSPECTUS





Cromwell Academy is pleased to be a part of the ACES Academies Trust.

With our sponsor Brian Message, we create an exciting and aspirational journey for our pupils and staff, which places creativity at the heart of our organisation. We aim to develop life skills in our pupils, which will put them at the forefront of exciting career opportunities later in life.

ASPIRATION

ACES Academies Trust has a shared local vision to raise aspiration and achievement for the communities we serve. We focus on the raising of standards, by sharing staff expertise and utilising additional resource gained through the sponsor's connections with a range of businesses across Europe and the US. Aspiration is raised through a rich and varied curriculum offer, supported by a range of diverse extra-curricular opportunities.

CREATIVITY

ACES Academies Trust has creativity at its core. We wish for our pupils to develop the ability to apply themselves with resilience, to think creatively, to question and reason, and to argue rationally, so they are equipped to take their places in the world as global citizens who show tolerance, compassion and respect.

EXCELLENCE

ACES Academies Trust focuses on improving progress and achievement for all; on pursuing excellence in pedagogical practice; and ensuring that every child is actively engaged in learning, has a sense of purpose and develops self-motivation, self-respect, self-regulation and self-worth. We promote excellence in all areas of student endeavour, including the academic.

SUCCESS

ACES Academies Trust seeks to provide each child with the life skills to maximise their chance of success. Success in their National tests of course, but also in becoming the person they want to be and in building the skills, which will lead them to achieving the life goals they have. We use businessmen and women to help our students develop the knowledge and understanding of the requirements of employers across many sectors, including in the creative careers.

Our Aims and Values

At Cromwell Academy we all strive:

- to create memorable experiences that encourage high aspiration for the whole school community
- to build strong relationships and work in partnership to develop children who feel comfortable, safe, confident and valued
- to ensure every child has an equal opportunity to succeed and achieve
- to develop independent lifelong learners and responsible citizens through a stimulating and dynamic curriculum

All of which contribute to our overarching intent; *Dream... Believe...Achieve*

Our school ethos and values are built around 3 key principles which we call **The Cromwell Way...**

1. **Safe and Happy**
2. **Respect** for everyone and everything
3. **Excellent Learning** through the 5 Rs
 - Readiness
 - Relationships
 - Resilience
 - Responsibility
 - Reflection

Our Governing Body's Welcome

A warm welcome to you and your family, we hope that this prospectus leaves you with an insight into school life and provides an overview of our school's aims and the way it is organised.

We are very lucky at Cromwell Academy to be situated within the centre of Hinchingsbrooke Park, which is easily accessible to the community and provides many opportunities for learning out of doors.

Cromwell Academy has a strong and dedicated team of teaching and support staff and a number of willing volunteers who help out whenever they can. Together we all work towards the shared goal of ensuring that all children work to the very best of their ability to achieve success.

Our school provides a broad and enriched curriculum with a safe, secure and stimulating learning environment; further supported by a vibrant and enjoyable range of extra-curricular activities.

As governors, we share a strong belief that partnership between the school staff, governors, parents/carers and children is the best way to achieve our aims and to provide the best possible education for your child - and we look forward to working with you to achieve our aims.

It is impossible to encapsulate life at Cromwell Academy in just a prospectus, so we hope that you will visit our school and see for yourself just what a fantastic environment it is for your child to grow and learn.

We look forward to meeting you at one of the many school events in the future.

Cromwell Academy Governing Body

Our Staff

Senior Leadership Team

Headteacher / Designated Safeguarding Lead Mrs Hannah Connor-James

Deputy Headteacher Mrs Lauren Blyth
Designated Person for Child Protection
SENDCo

Deputy Headteacher Ms Carla Parker
Pupil Premium Lead
Class Teacher

Teaching Team

Mrs Ali Smith	Mr David Sykes
Miss Chloe Blair	Mrs Marie Foreman
Miss Sophie Harrison	Mrs Victoria Wootton (KS1 Lead)
Mrs Jade Plum	

School Office

Senior Office Administrator	Mrs Vicki Davis
Office Administrator	Ms Tracey Ling

Site Officer

Hinchingbrooke School Site Team

Teaching Assistant Team

Mrs Claire Dawson	Mrs Leesa Eliff	Mrs Sam White	Mrs Helen Goodyear
Mrs Lisa Kett	Mr Keiran Clemmence	Mrs Jess Keuneman	Miss Amy Schofield
Mrs Vicki Gwilliam	Miss Bethany Lowe	Mrs Leona Reynolds	Mr Matthew Robson
Miss Kerrie Forsey	Miss Tamara Upton	Mrs Hanna Brickell	

Lunchtime Supervision Team

Mr Keiran Clemmence	Mrs Jess Keuneman	Mr Matthew Robson
Mrs Sam White	Mrs Claire Dawson	Miss Amy Schofield
Mrs Vicki Davis		

Kids Club Team

Kids Club Leader	Mrs Helen Goodyear
Kids Club Playworker	Mrs Carol Jeffrey
Kids Club Playworker	Mr Keiran Clemmence
Kids Club Playworker	Ms Michelle Fitzpatrick

Academy Governing Body

Chair of Governors	Mr Richard Laing
Director and Headteacher	Mrs Hannah Connor-James
Staff Governor	Mr David Sykes
Parent Governors	Ms Bernadette Wong (Pupil Premium/SEND), Mrs Angela Moore
Co-opted Governors	Mrs Rebecca Bieron (Early Years), Mr Roger Worgan
Clerk to the Governing Body	Mrs Debbie Warner

More information on governance is available from the school office or on the school website:
www.cromwellAcademy.com

The Teaching Organisation and Curriculum



Our school is organised into 7 classes from Early Years through to Year 6. We have one class per year group with a maximum of 30 children per class.

Classes are organised into carefully planned groups to allow for effective differentiation, challenge and collaboration that meets the needs of each individual learner. Children benefit from whole-class teaching, guided groups and targeted support as appropriate to support progress.

We use a variety of research-based teaching approaches to ensure we are meeting the needs of all pupils regardless of their ability or background.

Early Years:

Reception

Key Stage 1:

Year 1

Year 2

Key Stage 2:

Year 3

Year 4

Year 5

Year 6

Our school curriculum aims to provide a broad, balanced and inclusive enquiry, knowledge and skills-based learning experience appropriate to the needs and interests of each individual child and in-keeping with the context of our school.

We aim to help each child acquire knowledge, develop skills and learn to take the appropriate responsibility for their actions and attitudes, respecting the needs of the individual person and the wider community.

Embedded throughout the entire curriculum are life-long learning skills, philosophy, cultural and religious awareness, underpinned by core British values.

We also feel that it is important for children to develop an understanding of society and how the people in it, past and present, think, feel and behave. Children explore these issues through the study of History, Geography and Personal, Social, Health and Citizenship Education.

As a school, in line with the wider Trust ethos, we encourage creativity with a strong emphasis on the arts. Through the Art and Design, Technology, Music, Drama and Physical Education curriculum, children develop imaginative, creative and physical skills. We teach Modern Languages at the appropriate level across both Key Stages.

Themed weeks and enterprise projects throughout the year provide pupils with opportunities to apply their learning and skills in a variety of real-life contexts and across a broader spectrum of subjects.

Cromwell Academy promotes learning outdoors, providing regular sessions at Hinchbrook Park and within our well-equipped school grounds. These carefully planned sessions provide children with memorable learning and life experiences on which further learning can be built.

The School Day

8.40am – 8:50am	School gates open (children must be supervised by a parent/carer)
8.40am – 8:50am	Classroom doors open
8:50am – 8:55am	Registration
9.00am – 10.15am	Morning lessons
10.15am – 10.30am	Break time
10.30am – 12.00pm	Morning lessons
12.00pm – 1.00pm	Lunch time
1.00pm – 3.15pm	Afternoon lessons
3.15pm	Home time

School Visits

We regard school visits, both short and extended, as an important part of school life. Each year the children go on a number of day visits to extend their knowledge and understanding of some of the work they are doing. In addition to these visits, we organise longer residential visits for our older children.

Please see our website for full further details of our curriculum.



The Early Years Foundation Stage Curriculum



Children starting at school are eager to find out about the world and are trying to make sense of it. Our aim is to welcome them into a warm, caring and secure atmosphere where they will have the opportunity to explore and discover in order to understand. Children are given opportunities to talk about and listen to, real, meaningful and imaginative situations in order to sequence and develop their thoughts. They are encouraged to think about what they are saying and to listen to others.

The school follows the Early Years Foundation Stage (EYFS) Curriculum.

The Early Years Foundation Stage Framework is based around four themes, each of which is linked to an important principle:

A unique child – every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive relationships – children learn to be strong and independent through positive relationships.

Enabling environments – children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.

Learning and development – children develop and learn in different ways and at different rates, but all areas of learning and development are equally important and interconnected.

Extra - Curricular Activities

We offer a range of extra-curricular clubs organised by staff and external providers either at lunchtime or after school. These provide an opportunity for the children to follow up and develop their skills and interests. Attendance is entirely voluntary and there may be a charge. The range of clubs may include:

Football, Dance, Gardening, Homework, Multi-sports, Gymnastics, Dodgeball, Fitness, Choir, Music.

If you have a particular skill or interest and would like to offer to undertake an after school club please speak to the administration staff.



Home Learning

At Cromwell Academy we believe that learning is a journey that should take place both at school and whilst at home. We also see Home Learning as a key tool for developing independence and enabling learning to be consolidated outside of the classroom.

Homework is explicitly set to enhance the work that children do in school. It focuses on key skills that have the greatest impact on learning; reading, spelling and basic maths (times tables.) There are optional projects set as an extension for the even more motivated learner.

Reading with your child for 10 minutes each day is proven to impact significantly on progress and knowledge acquisition in all subject areas. We recognise and value the role that parents can play in this practice and strongly encourage as much reading as possible at home to instil a love of reading from an early age.

Assessment

Children are regularly assessed across the curriculum throughout their time at school to ensure that we deliver a curriculum matched to their needs. This means our teachers are well informed about the individual child's capabilities and aptitudes, and can plan future work accordingly.

In addition to on-going teacher assessment, we utilise formal assessments termly, both for diagnostic purposes and as a further tool for us to analyse progress.

National testing takes place at the end of each key stage (Year 2 and Year 6) and consist of a combination of statutory tests and teacher assessment. Phonics is assessed at the end of Year 1.

Recording and Reporting

Records are kept of the children's progress and are available to parents/carers on request. A Mid-Year Report is given out in the Spring Term giving effort grades and targets. An Annual Report for each child, commenting on their progress, is provided towards the end of the Summer Term. Parent/Carers consultations take place in the Autumn and Spring terms and provide an opportunity to discuss your child's experiences in school as well as academic progress. In addition, we hold an open afternoon for parents in the Summer Term, providing an opportunity for you to view your child's work.

Special Educational Needs and Disabilities (SEND)

At Cromwell Academy our aim is to enable every pupil in our care to succeed as fully as possible and to promote individual confidence and a positive attitude. We will ensure that all pupils, with or without special educational needs, receive a full education through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning. We endeavour to give pupils with SEND equal opportunities to take part in all aspects of the school's provision, as far as is practicably possible.

Our school has a similar approach to meeting the needs of pupils with Special Educational Needs and /or disabilities as most Local Authority (LA) maintained and Academy mainstream schools. We are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school and that their needs are well met in the context of a mainstream setting.

Our SEND work is coordinated by Mrs Lauren Blyth in collaboration with the ACES Academies Trust Director of SEND, Rebecca Bierton.

For further information please refer to the full SEND policy and SEN Information Report which are available on our website or via the school office.

Accessibility

At Cromwell Academy we are an inclusive school. We hope to make all our children welcome and feel happy at the Academy. Every child is different and we view differences as an opportunity for adults and children alike to learn more about themselves and others.

All children are treated equally and, wherever practicably possible, we make reasonable adjustments to ensure that pupils with disabilities are not placed at a disadvantage. Our Accessibility Plan (available on our website) details the arrangements we have already made and the further proposals planned to improve physical access to the building, access to the curriculum and access to written information.

We promote and value a strong partnership with parents and carers and ask that they:

- inform the school at the earliest opportunity if their child has a disability and the exact nature of it
- provide the information the school needs to plan effectively for the child to be a full member of our community
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community
- recognise the importance of a positive and supportive partnership between home and school in meeting the needs of its pupils.

Dress Code

Children are expected to be suitably dressed for the variety of indoor and outdoor activities in school.

Our school uniform is outlined below;

Black sweatshirt/cardigan

White polo shirt

Grey or black trousers or skirt

Sensible black shoes (no trainers please)

Optional Summer Variations

Grey or black shorts

Blue gingham dress



The children will require alternative clothing for Games and PE. They will need:

Dark shorts

A T-shirt or sports shirt preferably in your child's house team colour:

Venus – Green, Mercury – Yellow, Neptune – Blue, Mars – Red

Trainers or plimsolls

Outdoor Learning

When participating in outdoor learning sessions we ask children to wear suitable outdoor clothing and bring their uniform to change into.

Suitable clothing is:

- Wellies
- Waterproofs
- Warm coat
- All in one

Only **small stud earrings** are allowed to be worn in school. **Please remove earrings on PE days before school. Children will not be allowed to participate in PE if they cannot remove their own earrings.** If you plan to have your child's ears pierced, we strongly urge you to arrange this for the start of the 6-week summer holiday so that this does not impact on participation in PE.

We encourage all of our students to take pride in their uniform and to have a high standard of personal appearance. We also encourage them to take responsibility for their own appearance, all hair that is below shoulder length or that covers the eyes should be tied back during the school day. They should always help to create a positive first impression of the school both within and outside the school. We believe that our uniform is smart and practical to wear and we will always endeavour to provide the best value for money.

Extreme hairstyles and /or accessories are not permitted in school.

Your support as parents /carers is critical in enabling us to uphold the policy consistently and effectively to ensure the highest of standards.

Lost property can be a real problem in school. Please ensure that your child's clothes are fully labelled so that they can be easily returned to the owner.

School Uniform

Uniform can be ordered from either of the suppliers below. If you have any queries or concerns, please do not hesitate to contact the school office. We do not hold a stock of uniform in school.

Orchard Clothing - www.orchardclothing.co.uk

You can order uniform direct from Orchard Clothing by visiting their website. Any orders placed before the 20th of each month will be delivered to school by the following month free of charge. You will need to select the 'bulk delivery' option when ordering.

My Clothing Ltd – www.myclothing.com You can order uniform direct from My Clothing Ltd by visiting their website. All orders will be delivered within 14 days and delivery is free of charge to your home address when using the embroidery service.

Lunchtime & Break Arrangements

Cooked meals are prepared on the premises by our school meal provider. They are £2.30 for children and £3.00 per adult. We also hold a number of "Special Day" meals, such as parents/carers and grandparent lunches. Parents/Carers are asked to pay for children's meals using Parentmail. They are asked to pay for these meals a week in advance, as this helps our financial administration. Children in Reception and Key Stage 1 (Years 1 and 2), are entitled to a free school meal under the Universal Infant Free School Meals Scheme.

Children who do not have a cooked meal can go home or bring a packed lunch. As part of our Healthy Eating Policy we encourage parents/carers to provide a balanced and healthy lunch. Please ensure packed lunch boxes are secure and labelled on the outside where possible. We do not allow children to bring canned drinks or glass containers to school.

Please note that we have some children in school with severe allergies. We therefore request that no items are brought into school which may have nuts as an ingredient or have been in contact with nuts. This includes snack and packed lunch items.

Healthy Eating At Cromwell Academy

As a Healthy Eating School, Cromwell Academy recognises the important relationship between a healthy diet and a child's ability to learn effectively and achieve high standards.

To support this aim, we only allow healthy snacks at morning break time. This can include carrot sticks, celery, cucumber, peppers, fresh fruit, dried fruit.

If you are interested in your child having milk at morning break time, please order directly from Cool Milk Ltd, the company supplying our milk. For information please visit their website www.coolmilk.com or speak to the school office.

All children at Cromwell Academy need to be provided with their own named water bottle allowing them easy access to water throughout the day.

The school is aware that parents play the most crucial role in educating children about healthy eating. We wish to build a positive relationship with parents/carers at our school through mutual understanding, trust and co-operation.

Communication with parents/carers

Effective communication between the school and home is vital if we are all to work towards maximising the potential of our children at Cromwell Academy. We are always available to discuss any problems or anxieties concerning your child. We try to deal with matters as they arise, rather than wait for problems to grow. In non-urgent cases teacher-parent/carer meetings usually take place by appointments through the school office. Parents/Carers can also email the class teachers via communication@cra.acesmat.uk. Enquiries about other school matters should be addressed to office@cra.acesmat.uk.

We also encourage parents/carers to participate in school life where they can, helping us in a whole range of activities, such as reading, cooking, sewing, helping sort our libraries, computer work, themed events and much more. We are always on the lookout for more willing support!

Parentmail Communication

Communicating with you is an important part of what we do, making sure you get the correct information about activities, events and school news that really matters is something we care about.

As a school we use Parentmail, a service used by over 6000 schools, nurseries and children's clubs to communicate to parents/carers.

We will register your email address and mobile phone numbers obtained from your child's Academy admission form. ***Please remember to keep the school office updated of any changes to contact information.***

Please be assured that Parentmail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – Email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Parentmail Payments

We use Parentmail, an online payment service which allows you to pay for school meals, events and school trips quickly and easily on your smartphone, tablet or computer.

You will be able to top up your accounts electronically, using credit or debit cards and will receive automatic reminders when your school meal account is running low.

If you have an Android or Apple smartphone, we highly recommend you download the free Parentmail App from your App Store so that you can make easy, online payments on the go.

As we are a cash-free office, please ensure you are registered with Parentmail.

*Please note: your bank statement will display either the school name or Parentmail, dependant on your payment method.

Complaints Procedure

Under the Education Act 2002 the Academy Governing Body is required to establish official procedures for parents/carers to make formal complaints about the Academy's provision.

Naturally we hope to be able to resolve problems by discussion within school. However, where concerns cannot be resolved locally, a formal procedure can be initiated. Further details can be obtained through the school website.

First Aid

The school has a number of staff trained in administering first aid, including paediatric first aid.

If your child is ill or hurt whilst at school, we will contact you or your named representative via a medical note home, in the event of an injury to the head, face or neck they will also receive a wristband. If your child receives a serious injury to the head, face or neck, we will contact you by telephone. We will notify you immediately if we believe your child's injury or illness requires further medical advice.

Administration of Medicines

The Academy has adopted the 'Cambridgeshire Code of Practice for the Administration of Medicines to Pupils'. This means that normally medicines **will not** be administered to children in school by members of staff. However, there are circumstances where children require regular medication (e.g. ADHD/asthma/Epi-pen). In these cases all medicines must be in their **original containers with dosage instructions** and will be kept in the office. **Only medicines supplied on prescription can be administered by school staff.** Parents/Carers will be required to sign a form, which is available from the school office, agreeing that school staff can administer these medicines. Please note parents/carers are responsible for administering **all** other prescribed/non prescribed medicines necessary to be taken during school time.

Asthma Inhalers

If your child suffers from asthma and has an inhaler it is important that the school is aware of this and you provide a labelled inhaler that can be kept in the classroom.

Please ensure you have completed a medical form detailing your child's condition as well as information about their inhaler/s. Forms can be obtained from the school office.

All inhalers should be clearly marked with your child's name. It is the responsibility of parents/carers to ensure inhalers are not out of date, this will *not* be checked by staff.

It is imperative that an inhaler is kept in school for every child that requires one. Please contact the school office if you are in any doubt about this.

Medical Plans

For children who have medical conditions an Individual Healthcare Plan (IHP) will be produced with input from parents/carers. All staff working at school will be aware of which children have an IHP and where details of this can be found.

Sickness Absence

If your child is absent from school due to illness please contact us on the first day of absence and each day thereafter via email or a telephone call, by **9.30am** please. The school has a duty to record all absence formally and will seek notification in every instance.

For full details of our procedures, please refer to the Medical Needs policy which can be found on the website or available at the school office.

Pupil Attendance and Leave of Absence

We understand that our students will fall ill from time to time, however all students should be striving to be above 97% in their attendance. Regular attendance at school is essential to ensure uninterrupted progress and enable children to fulfil their academic potential. In line with this, parent/carers are legally responsible for making sure that their child attends school regularly and on time, and this obligation forms part of our home school agreement.

All schools, in conjunction with local authorities, are required to be rigorous in their monitoring of attendance and are required to take action when overall attendance drops below 95%.

Students whose attendance is below 90% are considered by the Department for Education to be persistent absentees. The school aims to work with parents and carers to support good attendance. Where attendance has failed to improve sufficiently, following school intervention and support, cases will be referred to the Education Welfare Legal Panel, who will determine if a fixed penalty notice or legal proceedings are applicable. We strongly urge you to work with the school in order to prevent such action.

Parents/carers are reminded that leave of absence will not be authorised during term time. Consideration will only be given to requests made under very exceptional/unavoidable circumstances. Exceptional circumstances would be defined as rare, significant, unavoidable and short. Leave should be requested at least 10 school days in advance. The application form and associated guidelines are available from the school office.

Finally...

We are delighted that you have chosen or are considering Cromwell Academy for your child. We are extremely proud of our school and are confident that you and your child will have a positive experience in our care. Please do let us know if there is any further information you require.

We very much look forward to working with you.



Mrs Hannah Connor-James

Headteacher

Academy Information

Address: Cromwell Academy
Parkway
Hinchingsbrooke Park
Huntingdon
Cambridgeshire
PE29 6JA

Telephone:
Main Academy: 01480 437830
Kids Club: 01480 437582

E-mail: Vicki Davis vdavis@cra.acesmat.uk

Headteacher: Hannah Connor-James communication@cra.acesmat.uk

Website: www.cromwellacademy.com

Ofsted URN: 141297

Age Range: 4 - 11year olds (Years R, 1, 2, 3, 4, 5 and 6)

Main School Hours: Morning
8.50am - 12.00pm
Afternoon
1.00pm - 3.15pm

Kids Club Hours Morning Session
8.00am - 8.45am
Afternoon Sessions
3.15pm - 5.00pm or 3.15pm - 6.00pm
(Holiday club arrangements will be advised in advance)

Our office is open each morning from 8.00am – 4.00pm. If you have any queries about our school or need to make arrangements to visit us, then contact our school administration staff in the office and they will be pleased to assist you.

