



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Carlyle

Infant & Nursery Academy

School Prospectus

2024-2025

Welcome to Carlyle Infant and Nursery Academy

At Carlyle Infant and Nursery Academy, we uphold the values and vision within the Harmony Trust.

We all **Believe** in ourselves and each other to **Achieve** our potential and **Succeed**



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Carlyle Infant and Nursery Academy Aims

The academy will provide:-

- 🦉 high quality education delivered by excellent staff
- 🦉 differentiated learning
- 🦉 a caring, supportive, safe learning environment
- 🦉 learning inside and outside the classroom



The academy is committed to:-

- 🦉 the health, welfare and overall development of all
- 🦉 the inclusion of all
- 🦉 include all our partners in raising achievement



We aim to develop pupils with:-

- 🦉 high self esteem
- 🦉 respect for themselves, others and our world
- 🦉 responsibility for their own behaviour and learning
- 🦉 the ability to assess their own learning needs
- 🦉 positive attitudes to learning and play
- 🦉 a sense of pride in our school



Carlyle Infant and Nursery Academy Staff

CEO	Mr A Hughes
Principal	Mrs S Curtis
Trust Senior Leader	Mrs K Kerry
Teachers	Mrs Pegley-Stanger (EYFS Lead) Mrs S McDonald (EYFS Lead) Mrs S Elliott (KS1 Lead) Miss M Chera Mrs C Ellis Mrs A King Miss E Medford Mrs J Oldershaw Mrs C Redfern
Teaching Assistants	Mrs H Grace Miss R Brandreth Miss L Chorley Miss T Norsworthy Miss Z Cross Mrs K Connor Mrs N Tabassum Mrs D Roe Miss J Slack
Pastoral- Attendance and Safeguarding	Melanie Squire
SENDCO	Emma Parker
Site Staff	Trevor Power (Site Manager) Mr J Hannan
Kitchen staff	Mrs K Gilsenan Miss K Buller
Midday Supervisors	Mrs D Wood Mrs T Ramesh Mrs M Parveen Mrs A Farooq Mrs z Shahnaz

History of Carlyle Infant and Nursery Academy

The Harmony Trust is a multi-academy trust and school led organisation based in Oldham with an academy hub in Derby and Tameside. The Trust was set up in February 2014, at Greenhill Academy, Oldham. Its core aim is to raise attainment and achievement of all pupils.

Carlyle Infant and Nursery Academy is part of the Harmony Trust and educates children from 3 to 7 years old. It was named after Thomas Carlyle (1795 – 1881), a writer and historian from the Victorian era. Many of the road names in the local area to the school are similarly named after writers.

The school was originally built in 1948, a few metres from its present site until 2015 when an exciting new school building was constructed. We have extensive grounds where we continue our outdoor learning success by incorporating a new Trim Trail and Forest Schools.

Our school has 180 pupils on roll from a wide area and successfully retains a welcoming atmosphere across a 52 place Nursery, 2 Reception classes and 2 classes in each year 1 and 2.

There is well-resourced library to support the development of reading. We have access to technology including laptops and ipads; these are used for the specific teaching of computer science as well as being used to enhance teaching and learning throughout the curriculum. Our school has excellent outdoor facilities including a well-resourced EYFS area, large fields, forest school, sensory garden and playground.

The Academy has good links with a number of local schools, businesses and supportive organisations. Such links provide us with opportunities to enrich the broad and balanced curriculum that we provide.



Early Years

At Carlyle Infant and Nursery Academy, our aim is to ensure that our children experience the best educational provision beginning with excellence in the Early Years Foundation Stage. We recognise and celebrate the culturally rich and diverse community of our Academy. As such, we embrace what each family brings to our Academy and we work hard to develop strong, mutually respectful relationships with all families and the wider community. Curriculum design ensures that children have a strong awareness of the local community and their place within it.

We strongly believe that learning starts with the child and our curriculum changes and develops to reflect this. Children's motivations and interests are used to support curriculum development, ensuring learning is meaningful to every child. It is our intention that the curriculum will be distinctive to each cohort, engaging the children's curiosity and igniting a lifelong passion for learning.



We offer a themed based approach to our curriculum. These themes have been carefully selected to provide the children with broad, rich and meaningful learning opportunities. Flexibility also lies within this curriculum, ensuring teaching can be responsive to children's needs and interests. Each theme provides children with the opportunity to engage in a Wow Starter to ignite their learning and a Fantastic Finish to showcase their success. Throughout, sequences of learning are centred around first-hand experiences and core texts.

We know that children learn and develop well in enabling environments and so we offer stimulating resources, rich learning opportunities, support and challenge for all. We aim to provide high quality, purposefully planned continuous provision whilst maintaining a pedagogical approach that is active, practical, and collaborative with strong elements of child-led learning. The carefully planned, language rich learning environment also provides the context for developmentally appropriate direct teaching and adult initiated activities. High quality, sensitive and skilful adult-child interactions focus on modelling skills, extending language, broadening communication, and introducing challenge. Learning is engaging, and we strongly believe in providing the children with first hand experiences, valuing the importance of the outdoor environment to develop risk taking, well-being, problem solving skills and physical development.

Outdoor Learning

At Carlyle Infant and Nursery Academy, we are very passionate about the outdoors where children can learn, explore and take on challenges. This may be curriculum based (for example as part of an English or Science topic) but will also be a chance for children to use all their senses, immersed in nature.

Many elements of Outdoor Learning at Carlyle extend well beyond the dedicated sessions. We provide a wide range of physical and outdoor opportunities for all children that form part of the commitment we have to the Forest School approach.

All children have 'Forest Explorer' sessions yearly, when their whole class will visit the woods for activities. Sessions will be a combination of creative, physical, problem solving, teamwork and bush craft activities. We often see significant improvements in confidence, well-being, independence and engagement following the block.

As an important part of our commitment to outdoor learning, we have developed an area of woodland where the children can get back to nature.

The key principles that shape and govern the Forest School ethos at Carlyle are:

- Forest School supports the development of a lifelong relationship between the learner and the natural world.
- Forest School uses a range of learner-centred processes
- Forest School aims to promote the holistic development of all involved, fostering resilient, confident, independent and creative learners.
- Forest School offers learners the opportunity to take supported risks



At Carlyle we are very lucky to have outdoor areas such as:

- 👤 **EYFS Garden**- this includes planters for vegetables, herbs and plants, climbing frame, sandpit and tepee frames as well as a bike track, obstacle course and much more!
- 👤 **Large fields/meadow area** - this is perfect for geographical fieldwork and science investigations.
- 👤 **Sensory Garden**- this includes musical instruments, plants and trees and different textured surfaces to run, walk and ride bikes.
- 👤 **Forest School**- An area of woodland dedicated to forest school activities with rope swings, tyres, seating areas, fire pit for roasting marshmallows and an outdoor classroom.
- 👤 **KS1 large playground** which is used for sports games such as football, ball games, bike riding, an outdoor reading room and an Imagineering shed for children to be creative during their free play time.

Admission and Transfer

Carlyle Infant and Nursery Academy will have a planned admission number of 60 pupils in each year group. It has places for 180 pupils and a 52 place Nursery.

The Harmony Trust abides by Derby Council's agreed admission procedure.

The children are admitted to Carlyle if:-

1. There is an Education Health Care Plan in place for Additional Educational Needs, the child is in Local Authority Care or Looked After (LAC)
2. Older brothers or sisters are already attending the school
3. The family are living in the school's catchment area
4. Places are available for children living out of the catchment area

Nursery children are admitted the term after they turn three years of age in September, January and April. Reception children are admitted at the age of 4 years and who will become 5 years within the academic year, which runs from 1st September to the 31st August each year

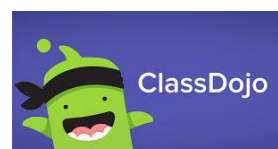
How do we communicate with you?

You can find out all about us on our website: www.carlyle.theharmonytrust.org

You can find all of our dates for the year, policies information, wrap around care, our SEND offer, curriculum coverage, our community, Safeguarding, staff and much, much more on our website.

We have moved to a 'paperless' approach in order to become more environmentally friendly and cost effective. This means more money directly spent on your children. Should you wish to receive a paper copy of any information, please do speak with the office.

We have also introduced Class Dojo. This is a great app that we use to bring our community together. Your class teacher and the school office will be able to support you with signing up to this. We use this platform to communicate daily.



Parental Involvement

Parents are their child's first educators and parental engagement is proven to have a significant impact on the achievement of children. We value both formal and informal links and encourage parents to spend time in school working with their own child, supporting groups or helping school in a general way.

Parents Forum

Each term, a forum is held so that parents can feedback to the academy and to the Harmony Trust. This helps us to get parental feedback and so that we can act upon ideas, suggestions or concerns. The date for each forum is contained within the school newsletter and is also displayed around school.

Parents Days/Evenings

These are held three times a year and they provide an opportunity for you to discuss your child's progress with their teacher and see samples of work. We strongly urge you to come to every parents' evening. During the Summer Term parents are invited to school after receiving their child's annual report.

Parents' Workshop

We think it is really important that we get to know you and that you get to know us. One of the ways that we do this is to have workshops for parents. In these workshops we look at different aspects of school life.

Class Assembly

Each half term a class takes turn in presenting an assembly to showcase their learning. We invite parents to join us for this assembly.

Communication with Parents

Newsletters are sent home each half term via Dojo, informing parents about what is going on in school. We also post many of our school activities and events on our Dojo Feed. The school website also contains valuable information about the curriculum.





If you have any concerns about your child, please do not hesitate to discuss these with your child's class teacher. If you have any other concerns the Principal will be happy to discuss them with you.

How you can help us to help your child

It is vital that you as parents and we as teachers work together for your child's benefit. Each family is asked to sign and support our 'Partnership Promise,' so that everyone is clear and equally committed to giving your child the best possible education.

How you can help in school

We are very pleased to welcome parents into school who can find the time to spend an hour or two working alongside teachers and children. Here are a few ways in which you can help...

-  fundraising
-  listen to readers
-  helping on school visits
-  helping with extra curricular activities

Our Partnership Promises

We ask our staff, parents and pupils to commit to these promises

OUR PARENTS PROMISE TO

- See that my child goes to school regularly, on time.
- Provide an explanation if my child is absent
- Avoid taking holidays in term time
- Make the school aware of any concerns or problems that might affect my child's work or behaviour
- Send their child to school with the right uniform and PE kit
- Make sure that their child always engages with homework
- Encourage their child to have high standards of behaviour at all times
- Join in with school life - read letters, attend parents meetings, attend activity sessions, attend the parents forum

OUR SCHOOL STAFF PROMISE TO

- Keep Children Safe
- Give children an excellent education
- Provide a beautiful, purposeful and well-resourced school environment
- Encourage Healthy lifestyles
- Help every child to achieve
- Let parents know about any concerns or problems that affect their child's work, behaviour and attendance
- Keep parents informed about general school matters and about their child's progress in particular
- Be open, welcoming and responsive at all times

OUR PUPILS PROMISE TO

- Be polite, kind to others and behave well
- Wear the school uniform and be tidy in appearance
- Take care of school property
- Listen to teachers and work hard
- Tell an adult about any worries
- Come to school everyday and on time
- Be proud of themselves, their teachers and their school

Behaviour at Carlyle

It is very important that in the area of behaviour, parents and teachers work together. We have a clear set of rules and expectations and believe that good behaviour can be taught and learned. Alongside this we believe it is equally important to develop positive social attitudes and self-discipline. If your child is going to get the best out of education it is vital that she/he comes to school knowing that the teachers expect good behaviour at all times. If there are problems with your child's behaviour then we would contact you so that we could work together to solve the problem quickly and effectively.

The orderly running of the school is premised on the following "minimum expectations" across the whole school community and site.



- **Be Kind (kind words, hands and feet)**
- **Be Safe (keep themselves and others safe)**
- **Be Ready (ready to learn, listen, act)**

At the start of each year, each class will discuss and agree what Ready, Kind, Safe means for their class using age appropriate language and concepts. These three statements have been agreed by all stakeholders. If children follow these expectations, they can gain rewards.

Reward System

We value both **effort and achievement**. We therefore have a reward system where children are rewarded for staying on task and good work. We attach great importance to the value of praise. Children are rewarded both individually and as a class, as well as part of wider school-wide teams.

At Carlyle Infant and Nursery Academy, we deal with all behaviour consistently in order to create the firm boundaries children need in order to feel safe, thrive and learn.

Special Awards assemblies

At special times your child might receive certificates or prizes for:- good behaviour, showing traits of our character competencies, good progress in specific subject area, excellent attendance.



Lost Property

It is vital that everything, including coats, is clearly marked with your child's name. Please do not allow your child to bring expensive items to school. At the end of term lost property will be put on display to be claimed.

Trips

We take the children on educational trips as part of their learning. If the trip has a cost, or if the children will be back late, then we will write to you for permission. We see such trips as part of your child's education, and a valuable experience.



Wraparound Care

Early Birds Breakfast Club.

Early Birds Breakfast Club opens at **7:30am**. The children are taken to their classrooms by the team at the school start time. The cost of each session is **£5.00**.

Night Owls After School Club

Night Owls After School Club runs straight after school until 5:15pm. We offer two sessions at Carlyle infant and Nursery Academy. A half session which is **£5.00** this is from **3:15pm – 4:15pm** and a full session which is **£10.00** this is from **3:15pm – 5:15pm**. The full session includes a healthy snack.

- ✓ There is a qualified first aide on duty for every session.
- ✓ The healthy snack provided in the full session consists of a sandwich/ wrap and a piece of fruit. If your child has any allergies or dietary requirements, please inform the office.
- ✓ Staff provide a great range of activities indoors & outdoors.

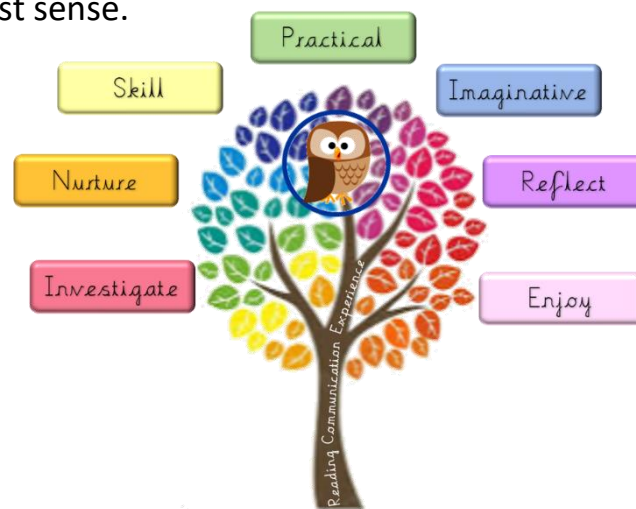
Places are limited and all sessions **MUST** be pre-booked via parent and paid for at the time of the booking.

The Curriculum

Key Stage 1 classes are organised into groups of 30 children, typically with children born between September 1st and August 31st in an academic year. Children in Reception are also in classes of 30 children. Nursery classes are no larger than 26 children between the ages of 3 and 4.

We aim to provide an excellent education for our children, with the highest possible standards and expectations.

We have an INSPIRE curriculum written by The Harmony Trust. Everything your child does in our school is part of this curriculum. The total learning experience is designed to maximise achievement within the National Curriculum and develop skills, attitudes and attainment in the widest sense.



The National Curriculum requires that children will be taught the following subjects:

Core Subjects: Maths, English, Science, Computing and R.E

Foundation Subjects: History, Geography, Technology, Art, Music, Physical Education, P.S.H.E. (Personal, Social and Health Education),

I.C.T.

Children have access to a range of technology such as i-pads that can be used in classrooms. Our children are taught Computer Science in a structured and progressive way. They also use their skills across the whole curriculum.

Reading

At Carlyle, we lay strong emphasis on the teaching of reading. The ability to read well is a vital skill. We use a structured reading scheme and alongside this we encourage the children to read a variety of books and to take books home to read with their parents. Children may choose additional reading books from the well-resourced school library. Children learn to read through a phonetic approach and alongside this develop reading skills such as understanding and inference. We teach reading through both individual and shared reading. In addition to this we also offer reading support for those children who find reading challenging.

Sport

We have a hall, a playground and a large field, which allows a wide range of sporting activities to take place. Children have the experience of playing sports, gymnastics and dance. Other sports and games are also offered as extra-curricular activities through clubs such as football, rounders and cricket.

Religious Education

Religious Education is provided in accordance with the Government Education Act. We place a strong emphasis on values and attitudes. We also reflect the fact that there are many cultures and religions in Britain and teach the children about these. Parents have the right to withdraw their children from these lessons. If this happens children will be offered appropriate alternative provision.

Homework

Families are asked to encourage and support children with their reading at home by reading with them for at least 20 minutes per night. All children will have half-termly homework linked to the topic which encourages children to be creative. In addition to this, children in KS1 will also be set weekly homework to deepen their knowledge and understanding of what has been delivered in class either simultaneously or previously.

Assessment

All children complete statutory tests at the end of Year 2 as part of the Government's assessment arrangements (SATS), which, together with teacher assessment, provides the basis of the reports in the summer term. Children in Year One are also required to take the Phonics Screening Check which is also statutory. The individual results are reported to parents, but also to the Department for Education and the Local Authority.

Assessment is also an ongoing process and is used to inform teaching and learning. Alongside statutory testing we also assess pupils by questioning and talking to them in lessons, marking their written work and end of unit assessments.

For pupils who are new to the UK we also assess their progress using the NASSEA assessment tool. This ensures that we are measuring progress and planning carefully to accelerate the child progress especially in communication, reading and writing in English.

Children with Additional Educational Needs

Some pupils have additional needs that need to be met alongside their education, or have difficulties in learning. Such children are recognised as having Special Educational Needs, and are provided – by the LA and the school – with additional support.

The Special Needs Coordinators (SENCOs) organise appropriate support involving non-teaching staff and resources.

We work closely with parents, school nurses, educational psychologists and others to ensure that our children get the extra help they need.

The School Day

Breakfast and After School clubs:

There is a breakfast club available from 7:30am – 8:45am

There is an after school club available from 3:15pm – 5:15pm



For those not attending breakfast club, children make their way to the classroom doors which will be opened at 8.45am.

Children and families are welcomed by staff at the classroom doors.

	Our school day starts at:	Our first lesson starts at:	Afternoon starts at:	School day ends at:
Nursery	8.45am	8.45am- 11.45am	12.15-3.15pm	30hr children 2.45pm
Reception		8.55am	12.45pm	3.15pm
Key Stage 1 (Year 1 &2)		8.55am	1.00pm year 1 1.15pm year 2	

Ensuring good attendance is everyone’s responsibility. We all have a part to play in making sure all children are in school and thriving. In our academy, all staff are dedicated to supporting good attendance.

SCHOOL ATTENDANCE EVERY DAY COUNTS



There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Holidays

We do not authorise extended holidays for children during term time. Parents may be asked to pay a fine called a Penalty Notice if they take their child on holiday during term time. If you would like to request leave from school you need to speak to the Principal. If a child is away longer than 4 weeks he/she may lose his place in school altogether

Arrangements

Health and Welfare

If a child becomes ill during school time, every effort will be made to contact parents. For this reason, we need an emergency telephone number for the school records. It is very important that such contact information is kept up to date throughout the year.

School Meals

School meals, that are provided, teach children about healthy eating, and the cafeteria system contributes to their social education. We are very fortunate at Carlyle in the range and quality of the food provided by Harmony Trading Services.

All pupils in Reception, Year One and Year Two are entitled to free meal under the governments Universal School Meal Initiative.

Children not requiring school meals may bring their own packed lunches, which may be eaten in the dining hall.

Snacks

Snacks of fruit, raisins or other healthy options are provided each day.

Accidents

If your child has an accident in school they will be looked after by a qualified First-aider. If there are any bumps on the head, we will let you know. If we are worried about your child we will contact you, but if this is not possible we may take him or her to hospital and wait until you arrive.

Medical Checks

During your child's school years, the NHS arranges a series of medical checks (e.g. hearing, eyesight and dental examinations). You will be asked to sign a form to consent to these checks.

Medical Information

It is necessary to let the school know of certain medical conditions, particularly those which could impede progress, lead to serious discomfort or illness. We do not normally give medicine to children at school. However in very serious cases, for example acute asthma, it is sometimes necessary to administer medicines in school and this should be discussed with your child's class teacher. Children who need an asthma spray should always keep a spare one in school.

Medicine forms can be collected from the school office.

School Uniform

All children should wear school uniform

- 👤 Blue school sweatshirt
- 👤 White blouse or white school polo top
- 👤 Black/grey skirt or trousers
- 👤 Sensible black shoes

PLEASE ensure that all articles of clothing are clearly marked with your child's name. School jumpers are available to buy from:

<https://ahyde.co.uk/collections/carlyle-infant-and-nursery-academy>

P.E Kit

Games and P.E are not optional. It is essential that all children have an outfit for P.E. (shorts, leggings and a T-shirt) Please make sure that this is kept in school in a bag and has your child's name marked on each item.

Children will not be excused from P.E if they forget their kit. The kit should be taken home every half term to be washed.

Outdoor Games Kit

Unless the weather is extremely bad, children will have one outdoor session per week. The children will know when this is and they will need either a tracksuit or other clothes to change into.



PE Kit (Indoor)

- 1) White T-Shirt
- 2) Black Shorts or leggings
- 3) Black Pumps

PE Kit (Outdoor)

- 1) White T Shirt
- 2) Trainers
- 3) Jog Pants or Tracksuit



Procedures

Access to documents in School

As well as records kept about your child, the Principal will make available to any parent, who so requests, the following documents:

- Copies of the school prospectus
- The annual report to parents
- Statements of the Local Education Authority
- Agenda papers and agreed minutes of Trust Board meetings
- Reports about the school by Her Majesty's Inspectors of Schools or Ofsted
- Details of the complaints procedure
- The syllabuses and schemes of work used in school

Child Protection and Safeguarding

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, if information is disclosed to a member of the school staff, that a child may have been abused, the school is required to report the matter to the social care immediately. Consequently, it is likely that a social worker will contact the parents not the school.

This requirement forms part of the local Authority's procedures for dealing with child abuse and is not a matter for the discretion of the Principal or school staff.

Data Protection

In May 2018 the European Union introduced the General Data Protection Regulation (the GDPR) in all of its member states, followed by the UK Government's Data Protection Act (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care. As an academy we can assure that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).

As the GDPR places on us a significant set of requirements, giving the full detail in our prospectus is not appropriate. However, copies of the policies and documents we work with can be found on the Trust's website. Here you can find a full explanation of the GDPR and how it applies to us as a school. You can also download the relevant forms and guidance. It also contains the contact details for our DPO should you have any further questions or queries.

Holiday Pattern

The dates of the school holidays are sent to parents at the start of each academic year. A copy is also available on the school website.

Child Protection

Staff members working with children are screened using the Disclosure and Barring Service databases. Adults and volunteers are also screened before working with children. If the school has reasons to be concerned that a child may be subject to ill-treatment, neglect or other abuse, the Principal is obliged to follow Child Protection procedures and inform Social Care of the concern. You can find more details about Safeguarding on the school website or via the front office, including the Child Protection Policy.

Car Parking

The outside of schools are busy places before and after hours. There are no car parking facilities for parents on the school site. The car park is strictly for the use of staff and their visitors. We are very fortunate to have the use of King George's Playing Field Car Park before and after school and this is a short walk away. Please park there in preference to Carlisle Avenue as this can become very congested. Do not drive onto the school property.

Smoking

Smoking cigarettes or vaping is strictly prohibited on any part of the school site at all times.

Dogs

Dogs are not allowed on the school site with the exception of guide dogs.

Open-door Policy

We actively encourage parents and carers to come in to see us. The best time is usually immediately after school, but if you would like to see your child's class teacher, key stage leaders or the Principal at any other time, then please ring the school office to make an appointment. Please don't just come when there is a problem; we are pleased for you to come in to see your child's work or to discuss a matter at other times too.

We ask that in the first instance you see your class teacher. You can then talk to the key stage leader (details via the front office) and then the Principal

We look forward to welcoming you to

Carlisle 
Infant & Nursery Academy