



GENERAL INFORMATION

In this section ...

- Details of the academy
- Access to Documents and Information
- Catering Facilities: Snacks and Meals
- Charging Policy
- Complaints Procedure
- Medical Facilities
- No Smoking Policy
- Suspected Child Abuse
- Disability Access
- Equal Opportunities

The Carlton Academy

Coningswath Road
Carlton
Nottingham NG4 3SH
Tel: 0115 9550010

Email: office@theacademycarlton.org
Website: www.theacademycarlton.org.uk

CEO: Andrew Burns

Executive Headteacher: Richard Pierpoint

Headteacher: Marie Egwuma

Chair of Governors: Steve Mathers

Designated Safeguarding Lead: Marie Egwuma



Access to Documents and Information

Parents are welcome to contact the academy at any time to seek information on matters relating to their child. They have the right to ask to see the following:

- The academy's statement of curriculum policy
- All statutory instruments, circulars and administrative memoranda concerning the curriculum which are sent to the academy by the Department for Education
- The OFSTED report on the academy - May 2017
- All syllabuses followed whether for public examination or otherwise
- The academy's procedure for dealing with complaints about the curriculum
- The academy's agreed syllabus for Religious Education

Parents requiring to see any of these should contact the academy to make suitable arrangements.

Catering Facilities: Snacks and Meals

The academy's catering service provides an extensive range of healthy options served in our dining room. The dining hall serves breakfast, snacks at morning break and lunchtime options including hot and cold meals, healthy snacks and drinks. This area is also available for students who choose to bring packed lunches. The academy also has a covered outdoor dining space where students can eat their lunch during warmer times of the year.

A cashless catering system operates in the academy and this means that no cash is taken at the dining till point at break or lunchtime. Students are registered on the system and a numerical record is stored from biometric data. Each student account can be debited with school dinner money either online, or in the academy by cash. To debit money online each parent is given a unique login ID to the academy ParentPay system, where credit card payments can be made over the internet. This system ensures your child's dinner money is spent in the academy and removes the need for your child to carry money. Alternatively, cash machines are located in the main Reception, Open Area and Science corridor for use at any time. There are many benefits to be gained from the system, particularly quicker service and anonymous free school meal claims.

Charging Policy

Charges on students are levied as follows:

- All board and lodging costs on residential visits
- Activities outside the academy hours which are not part of the National Curriculum or in preparation for a prescribed public examination
- Examination entries where a student, for no good reason, has failed to complete the requirements of the examination or to attend the academy for the paper(s)
- Payment for damage to, or loss of, academy property caused wilfully or negligently by a student
- A contribution towards the cost of peripatetic music tuition of £70 per term per student
- Re-sit units for A Level examination



The academy may also request voluntary contributions from parents for other academy activities in or out of school time for which compulsory charges may not be levied, but which can only be provided if there is sufficient voluntary funding. Funds and expenses within the academy are such that we cannot always provide these activities from the academy budget.

The academy does not have insurance cover for loss or damage to students' personal property. Parents may wish to consider a personal insurance policy to cover such loss. In the event of loss or damage caused by a student to another student's property, the academy will mediate. Students will be encouraged to accept personal responsibility for their actions, whether deliberate or accidental.

Complaints Procedure

Should parents have any complaints about the academy's curriculum or related matters these will be discussed, as far as possible, within informal meetings with the appropriate teacher or senior member of staff. It is hoped that the majority of concerns can be resolved speedily and amicably by this method.

When a particular difficulty cannot be resolved, a complaint can be registered with the Chair of Governors of the academy. Please refer to the Policy section on the academy's website for a full version of the Complaints Procedure.

Medical Facilities

At The Carlton Academy we have a full time Student Receptionist/Health Care Assistant, Miss Bowmar, who is on site during academy hours. The Student Reception and medical room is in the main foyer of the School Building. Students becoming ill during school time or requiring first aid will be attended to and where necessary parents will be contacted. Miss Bowmar keeps all medical records and it is essential that they are kept up-to-date on health-related problems and that emergency contact numbers are available for all students. If a child develops a condition needing treatment, or has an accident out of school hours, the parent should contact their GP before they return to school.

Parents of children, with medical conditions or taking medicines, are responsible for informing the school if they feel that their child requires additional support in managing their needs. If a parent asks for support, a meeting will take place with between the school and parent (and any relevant Health Care professionals). Any agreement to support a child will be recorded using a Medical Conditions Health Care Plan.

Parents should always contact the Student Receptionist if their child is returning to school with possible restricted mobility issues (e.g. on crutches). Our health team will then assess the situation and give advice on any recommended adjustments to the student's normal daily routine that the school feels necessary.

Students are permitted to carry and self-administer their own medicines in school if deemed competent by parents. Controlled drugs will be administered by Miss Bowmar. A full list is available on our website.

**No Smoking Policy**

The academy has a no smoking policy for all our staff, students and visitors. Under no circumstances should cigarettes, lighters, matches or other substances be brought to school.

Suspected Child Abuse

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Headteachers are required to refer any concerns to the Social Services Department for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a school refers a concern about a student to Social Services it is not accusing the parents of abuse but is requesting that further investigation takes place to establish whether a child is at risk.

Disability Access

Parents or visitors who have particular needs and wish to access our facilities should contact the school office for further guidance.

Access requirements for prospective students will be assessed on an individual basis.

Equal Opportunities

The academy is committed to encouraging every student to achieve their best. We are also committed to the equality of opportunity for all at the academy.