

anthem



Lincoln Carlton  
ACADEMY

# Reception Parents Handbook



***Integrity***

***Oneness***

***Support***

***Understanding***

***Gratitude***

***Resilience***

# Introduction

We hope you like this guide to our school which hopefully has everything that you need to know about life for your child/children at Lincoln Carlton Academy. Here you will find general day-to-day information, for example, key school day timings, information about the curriculum, after-school clubs etc.

As well as this guide, there is a vast amount of information available on our website [Lincoln Carlton Academy - Home \(anthemtrust.uk\)](https://www.anthemtrust.uk) and we have an app called My Child At School (MCAS), which is available on all smartphone devices. This is kept up to date with important dates and information so please make use of this as well.

Meanwhile, we hope this brief guide is helpful, and if you think of anything else we could include in the future, please tell us.



Mrs R Malam  
Head Teacher

## **Our School Day**

The school gates will open at 8:45am and will close at 9:00am. Please try not to arrive too early though as the classroom doors don't open until 8:55am when various morning activities are ready as children enter and get settled before registration.

Children who arrive after 9.00am will need to enter via the school office to be signed in. We expect all children to arrive at school ready for registration and to do their morning jobs.

As the year progresses, the morning routine changes as children will start to join the whole school morning assemblies following the register.

Throughout the day the children are then free to explore and access the environment, always following their interests (both classrooms and outside are available, which we use in all weather!)

The adults will support children and extend their learning through their play.

Adult-led learning takes place just after registration, with Phonics, where your child/ren will learn to read and write, and then a Maths session before lunch.

Lunch is at 12.00pm and we offer a free lunch to all our children in Reception, Year 1 and 2. We finish every day with story time before the children get ready to go home.

Home time is 3.25pm and children are dismissed from their classroom doors. Please arrive promptly to collect your child/ren.

## **Before and After School Care**

We have both a breakfast club and after school club, named Kids Club, at school which is managed by Greetwell Hollow Day Nursery. The breakfast club provides food, stimulating and safe childcare before the school day.

Children can attend breakfast club from 7.30am. At 8:50am the children are taken by the breakfast club staff to their classrooms ready to start their day

The club is situated in the school, with access next to the school's main office.

If your child is booked into the kids' club after school, they will be collected from their classrooms at the end of school and can stay up to 6.00pm.

For more details, please contact Greetwell Hollow directly on 01522 548456 or [ghkidsclub@heathfarmdaynurseries.co.uk](mailto:ghkidsclub@heathfarmdaynurseries.co.uk)

## After School Clubs

We offer a range of after-school activities to all the children in the school. After school clubs for Reception generally start after Christmas when the children have settled into school life. After-school clubs are subject to availability and are held thanks to school staff generosity.

Sometimes places are limited and so a prompt response is needed. Some of these clubs require you to sign up and pay directly with the company. All information will be in the overview sent out ready for next term.

## Uniform

Uniform is strongly encouraged. As a guide we suggest the following:

- Lincoln Carlton Academy/Navy sweatshirt /cardigan
- Lincoln Carlton Academy/Navy polo shirt
- Navy, black, or grey skirt/trousers
- Black shoes (not sandals or boots please).

### Summer Uniform (Optional)

- Blue/Navy/ Purple Summer Dress/Playsuit
- Grey Uniform Shorts

Children will also require clothing for P.E:

- A plain white or purple T-shirt
- Plain navy or black shorts
- Plain navy or black jogging bottoms
- Lincoln Carlton Academy navy hoodie/Plain navy or black jumper or zip through top
- Black plimsolls or dark trainers

**ALL ITEMS TO BE LABELLED WITH CHILD'S NAME PLEASE.** To support Lincoln Carlton Academy Fundraising Team, Stikins will donate money to our school if you buy name labels from them. Enter the code 35505 at the checkout!

Please ensure your child brings a named coat every day as we actively encourage them to play outside as often as possible.

*\*We would love it if you could work with your children on doing up their own coat independently before coming to school as this will help them at playtimes.*

We would also like every child to bring a labelled pair of wellies and wetsuit trousers for use at school.

In winter, every child will need a hat, scarf, and gloves (also named).

In the summer, your child will need a sunhat and spare, easy to apply sun cream, all clearly named.

Each child will need a book bag which can also be bought from our uniform suppliers.

Our current uniform suppliers are:

[www.uniform-direct.com/acatalogue/Lincoln-Carlton-Academy.html](http://www.uniform-direct.com/acatalogue/Lincoln-Carlton-Academy.html)

Uniform Direct Shop, Dixon House, Dixon Way, Lincoln LN6 7XN

## Keeping in Touch

Each child also has their own Learning Journey in Early Years Foundation Stage (EYFS) known as Tapestry. Tapestry accounts are set up once we have received your consent form. An email will be sent to confirm this, and you will need to activate your account. On Tapestry you can follow whole class activities and learning, observations of WOW moments and information for your child.

We have a variety of ways to communicate with you about what is happening in school and special events.

Check out our website: [www.lincolncarltonacademy.com](http://www.lincolncarltonacademy.com) for up-to-date news/events/courses and information. We also have a handy 'who's who' section for you to meet all our lovely members of staff!

On rare occasions communication may be sent home in your child's book bag so please check this every night.

You can also keep in touch via Facebook

[www.facebook.com/lincolncarltonacademy](http://www.facebook.com/lincolncarltonacademy)

In our aim to be a paperless school, we currently send all letters and communication through a **FREE** app you can download to your phone or device:

My Child at School (MCAS).



It's a great way to keep informed as notifications pop up instantly and you can keep up to date with all the relevant information related to your child's class, pupil and parent details can be checked and updated, you can check your child's attendance and view any published reports. Class teachers can also communicate directly any messages relating to the class or your child.

All parents/carers on our system will have an account by default (username is the email we hold on record) and will simply need to use the password reset function to set a new password. If you have any problems during this process, please contact the school office –

[enquiries@lincolncarlton.anthemtrust.uk](mailto:enquiries@lincolncarlton.anthemtrust.uk)

- Download from android or apple stores
- To register your account, enter your child's details when prompted.
- Until then just follow our main page.

Our newsletter goes out every other week on a Friday, so please look out for it. This usually has whole school news, news from the classes, fundraising updates and key dates for your diary. If there are any notices, then these will also be added each week on MCAS. All letters regarding school trips, events or after-school clubs will be sent out via MCAS, with the fortnightly newsletter and added to our website.

## Keeping the School Informed

You can change your contact details via the MCAS app, however, if you need to make us aware of any other changes, such as medical details/needs, please inform the school office via email as soon as possible so we can ensure you or your child's information is up to date.

If you would like to contact us, please call 01522 522633, or email

[enquiries@lincolncarlton.anthemtrust.uk](mailto:enquiries@lincolncarlton.anthemtrust.uk)

We accept any responses to letters and newsletters by email while payments are taken using the MCAS app. Where possible we are a cashless office.

By making payment on MCAS, this automatically gives us your consent so your child can participate in trips and events.

## Food in School

All children up to the end of Year 2 are given a free nutritious and healthy dinner as part of the Universal Infant Free School Meals scheme. All our children eat together in the school hall and fresh water is provided.

All our meals are cooked onsite each day by our very own kitchen team. We have 3-week Spring/Summer and Autumn/Winter menu cycles, and you can order a meal for your child via **MCAS**. All meals need to be booked a day in advance.

If your child has any food allergies, please ensure you notify us as soon as possible so that we can make arrangements for their food provision.

We also like all children to bring a **named water bottle** to school filled with fresh water each morning to encourage them to drink throughout the day.

**Due to children in school with severe nut allergies, do not send any snacks or lunch box items containing nuts.**

## School Milk & Fruit

All Reception children receive free milk daily until they are 5 years old and all children up to the end of Year 2 receive a piece of fruit. Reception children 5 years +, Years 1-6 children are given the option to purchase milk at a small termly charge (22p per day).

Please contact cool milk directly via their website—[www.coolmilk.com](http://www.coolmilk.com) to order milk.

Please ensure this is ordered well in advance to receive a continued supply for your child.

## Pastoral support and safeguarding

At Lincoln Carlton Academy, safeguarding is the responsibility of everyone. Natalie Goodacre is the Designated Safeguarding Lead (DSL), and Becky Malam and Amy Melhuish are the Deputy Designated Safeguarding Lead (DDSL) which means that they are your first port of call for any worries that you have around the pastoral or safeguarding needs of your child.

All staff know it is their responsibility to promote the welfare of the children within our care and how to report any concerns. Identifying any worries or concerns at an early stage is key so that intervention can be implemented as soon as possible. Our priority is to ensure that children feel happy and safe, that their needs are being met both at home and school and that children know who to talk to if they feel worried about something. The same can be said for the families within our community. We want everyone to flourish and be the best that they can be. At the heart of this is our relationships with our children in school. We ensure that we get to know our children by finding out what makes them laugh, what they are good at as well as what helps them when they are sad or unsure. This is also the same for our families. Through open and honest conversations, we can find out what works well for your family as well as finding out if anything needs to change. Natalie, Becky and Amy work closely with Ruth Clark, the Special Educational Needs Coordinator (SENDCO) in school. As a team, we ensure that any pastoral support (e.g., for a mental health need or a bereavement) is tailored to the child's needs. We hope that any support that is implemented supports the child to feel secure and ready for the challenges that each day brings.

We believe that safeguarding in school, our pastoral support, our Personal Social Health and Economic (PSHE) education and our promotion of mental health will enable your child to make progress and excel in their future school journey.

If you have any pastoral or safeguarding concerns regarding your child, then please do not hesitate to get in touch with us via our school enquiries email: [enquiries@lincolncarlton.anthemtrust.uk](mailto:enquiries@lincolncarlton.anthemtrust.uk) We will get back to you at our earliest opportunity and help you to access the most suitable support available.

## The Golden Rules and Values

We expect a high standard of behaviour at all times, whilst also recognising children's individual needs, and encourage this by praising and rewarding positive behaviour through a variety of means, including the Friday "Special Assembly" to which parents are invited in rotation.

### Golden Rule

We are **Honest**  
We are **Responsible & Respectful**  
We are **Helpful**  
We **Try Our Best**  
We **Listen**  
We are **Kind & Caring**

### Corresponding Value

**Integrity**  
**Gratitude**  
**Support**  
**Resilience**  
**Understanding**  
**Oneness**



We also have the **Carlton 4 C's**

- **Calm, Co-operative and Caring Community**
- **Courteous Corridors**
- **Considerate Classrooms**
- **Clean Cloakrooms**

# Houses

Houses are an integral part of our behaviour policy where children who are following the Golden Rules and school values earn House Points. If children can move their names to the gold star by showing us their good choices, they will get a token for their house – this is a HousePoint.

House points are awarded in the form of a token and are counted at the end of each week. The house with the greatest number of House Points across the whole school will be awarded the House Cup.

All new children to LCA are placed into their houses within the first term of school once the teachers know them a little better. We try to ensure an even balance of academic ability, sports ability and take into account their individual personalities. We try to keep siblings in the same houses. Each half term, the house with the most tokens in will be named as the House Champions.

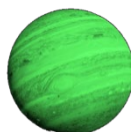
## Mercury



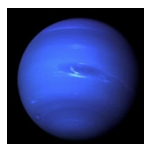
## Saturn



## Jupiter



## Neptune



# Attendance

*Please read our Attendance and Punctuality Policy here Anthem Schools Trust - Policies ([anthemtrust.uk](http://anthemtrust.uk)).*

***The government guideline for school attendance is 96.1%.***

As a school we expect excellent attendance and as a result work to support families to ensure their child/children achieve an attendance in line with the government guideline of 96.1% or above. We understand that there will be occasions that your child/children are unable to attend school and therefore ask if your child is absent that you contact the school office every day of absence on 01522 522633 or via email before 8:30am, notifying them of the reason for absence. If school has not heard from you by 9:15am then we will start to call the contact numbers from your contact list that you have provided to get an explanation for their absence. If we have not heard from you by the close of register in the afternoon, then we may make a safe and wellbeing home visit to ascertain the whereabouts of your child.

A coding system is used in the registers and any unexplained absence is noted and followed up on.

Every week, our Attendance Team meets to review the attendance of every child in school. If a child's attendance falls below 96% an initial letter is sent to notify you that your child's attendance has fallen below the government guideline, and that school will be monitoring their attendance until it improves.

If your child's attendance continues to decline a further letter will be sent updated, you on the school's continued concerns around your child's attendance.

Should your child's attendance remain at a level below 96% then the school will send you a letter inviting you to attend an Attendance Support Meeting to discuss any issues you are experiencing and offer appropriate support. Should your child's/children's attendance continue to decline and fall below 90% a Fixed Penalty Notice may be issued as the Local Authority place a legal requirement on parents to ensure their child/children receive an adequate education and when attending for 90% or below of the school year your child/children are considered to be 'persistently absent', which will have a detrimental impact on their attainment and development.

## **Lateness**

It is important for parents to understand that lateness is classified as an absence. The codes on your child's attendance record are as follows L - Late (before registers close after 30 mins) and U - Late (after registers close). U is classed as an unauthorised absence for the entire morning session. Your child will be marked as unauthorised if they arrive 30 minutes after the register closes. Registers close at 9:00am in Reception. Should your child arrive after the register is taken at 9.00am they will be marked as late, which will affect their attendance level. Should your child be 'persistently late' letters will be sent home notifying you of their attendance level and asking you to attend a meeting with the Attendance Team to discuss any factors that make it difficult for you to get your child/children to school on time and any strategies or solutions we can put in place to see their attendance improve.

### **Fixed Penalty Notice**

Section 7 of the Education Act 1996 outlines that the parent of every child of compulsory school age has a duty to ensure that their child/children receive an efficient fulltime education suitable to their age, ability and any special educational needs he or she may have.

## **Our Creative Curriculum**

Our curriculum in EYFS has been developed to specifically meet the needs of our children by ensuring that it is relevant to them and makes links to their life at home, school and within the wider community. There is a combination of child-initiated play, where children independently access the continuous provision inside and outdoors following their own interests and adult-led learning for the teaching of Phonics, Maths and Literacy.

Each half term has a named theme and within this we use a variety of core texts to engage children and lead the learning. This includes a selection of fiction and non-fiction texts.

Teachers make links with the texts to each of the seven different areas of learning in the EYFS curriculum which includes:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

<b>Term 1</b>	<b>All about me</b>
<b>Term 2</b>	
<b>Term 3</b>	<b>Animal Magic</b>
<b>Term 4</b>	<b>Once Upon a Time</b>
<b>Term 5</b>	<b>Let's grow!</b>
<b>Term 6</b>	<b>Are we nearly there yet?</b>

## Young Carers

Lincoln Carlton Academy is a Young Carers friendly school. There are many reasons why a child might be a young carer. A child may be a Young Carer because their Mum, Dad, Brother, Sister, or someone at home has a disability or illness which means they help look after them or make sure they are safe. A child may help with making drinks or snacks, cleaning, or tidying, or by talking to them and keeping them company. A child may feel they are missing out because they have to look after their parents or another adult. Or their life may be different because their Mum or Dad takes a lot of time to look after their brother or Sister. A child can also be a Young Carer if an adult carer is regularly away from the home due to work commitments.

If parents or carers would like more information on Young Carers within Lincolnshire, please go to the following websites:

[www.every-one.org.uk](http://www.every-one.org.uk)

[www.carersfirst.org.uk](http://www.carersfirst.org.uk)

<https://www.lincolnshire.gov.uk/support-carers/young-carer-support>

Alternatively, you can contact Lincolnshire Young Carers by phoning 01522 553275, or emailing [youngcarers@lincolnshire.gov.uk](mailto:youngcarers@lincolnshire.gov.uk)

If you feel your child is a Young Carer and you would like further advice or support from school, please do not hesitate to contact us on our enquiries email: [enquiries@lincolncarlton.anthemtrust.uk](mailto:enquiries@lincolncarlton.anthemtrust.uk)

## Parents' Evenings

We hold Parents' Evenings twice a year in the Autumn and Spring terms and there is an informal parent drop in at the end of the summer term. You will be informed when the Parents' Evenings are coming up and will have the opportunity to book in to see the class teachers to discuss your child's progress.

## Reports

Keeping in line with being a paperless school, we send our end of year reports electronically. This ensures they are safe and secure. You can then print them if you want to from home. Because of this we ask again that you ensure you download the free My Child At School (MCAS) app. Please speak to the school office if you have problems downloading or using the app.

## SHARE

SHARE creates an opportunity for Parents to come in and see what a morning or afternoon is like in the classroom, to hear the children sing a song, see their work, or even get involved with a game.

## School Trips

Throughout the year, if a trip complements our termly theme, we will arrange a visit to somewhere which is accessible either on foot or on coaches. Letters are sent out detailing the cost, uniform/appropriate clothing requirements and timings of the trips via the MCAS app. We try to keep the timings between school hours as much as possible, however sometimes this is unavoidable.

Wherever possible, we try to keep the school office cashless, therefore payment can be made for trips and workshops via MCAS.

## Special Assembly

Our Special Assemblies do not start until after the October half term. They take place fortnightly on Friday mornings at 9:05am. You will receive notifications through MCAS to let you know if your child has been selected for an award.

## Fundraising at LCA

We try to arrange fundraising events throughout the year, and as you can imagine, these rely heavily on the generosity of people's time. We know that, like us, you are all busy people, but we would massively appreciate some support at just one event throughout the year if you are able to. You can keep up to date with news about fundraising events via Facebook and MCAS.

## Moving Up

As your child enters their final term in Reception, a letter will be sent out to you telling you which class they will be moving up into and who will be the teacher for that class.

Towards the end of term, a day will be allocated as a 'Moving Up Day.' On this day, your child will spend the day in their new classroom with their new teacher. This is also an opportunity for the new children starting in September to spend some time in school.

## Car parking

The car park attached to the school is very small and it is **NOT** intended for parents to park and drop off their children, although unfortunately you may see some parents continuing to disregard our advice. This is unsafe. Only staff and parents dropping and collecting their nursery children at Greetwell Hollow Day nursery have the authority to park in our car park. If you need to use your car to come to school, please set off early enough to park sensibly in one of the neighbouring streets.

# Term Dates 2025/26

<b>Autumn Term 1 (38 Days)</b>	<b>Dates</b>
Inset days (school closed to pupils)	Monday, 1 September 2025 Tuesday, 2 September 2025
<b>First day in school for pupils</b>	<b>Wednesday, 3 September 2025</b>
<b>Last day in school for students</b>	<b>Friday, 24 October 2025</b>
Term break	Monday, 27 October – Friday, 31 October 2025

<b>Autumn Term 2 (35 Days)</b>	<b>Dates</b>
<b>First day in school for pupils</b>	<b>Monday, 3 November 2025</b>
<b>Last day in school for pupils</b>	<b>Friday, 19 December 2025</b>
Term break	Monday, 22 December 2025 – Friday, 2 January 2026
Additional Information for Term 2:  Bank holidays: Thursday, 25 December 2025 Friday, 26 December 2025 Thursday, 1 January 2026	

<b>Spring Term 3 (29 Days)</b>	<b>Dates</b>
Inset day (school closed to pupils)	Monday, 5 January 2026
<b>First day in school for pupils</b>	<b>Tuesday, 6 January 2026</b>
<b>Last day in school for pupils</b>	<b>Friday, 13 February 2026</b>
Term break	Monday 16 February – Friday, 20 February 2026

<b>Spring Term 4 (29 Days)</b>	<b>Dates</b>
<b>First day in school for pupils</b>	<b>Monday, 23 February 2026</b>
<b>Last day in school for pupils</b>	<b>Thursday, 2 April 2026</b>
Term break	Friday, 3 April – Friday 17 April 2026
Additional Information for Term 4:	
Bank holidays: Friday, 3 April 2026 Monday, 6 April 2026	

<b>Summer Term 5 (24 Days)</b>	<b>Dates</b>
<b>First day in school for students</b>	<b>Monday 20 April 2026</b>
<b>Last day in school for pupils</b>	<b>Friday, 22 May 2026</b>
Term break	Monday, 25 May – Friday, 29 May 2026
Additional Information for Term 5:	
Bank Holidays: Monday, 4 May (Early May Bank Holiday) Monday, 25 May (Spring bank holiday)	

<b>Summer Term 6 (38 Days)</b>	<b>Dates</b>
Inset day (school closed to pupils)	Monday, 20 July 2026 Tuesday 21 July 2026
<b>First day in school for pupils</b>	<b>Monday, 1 June 2026</b>
<b>Last day in school for students</b>	<b>Friday, 17 July 2026</b>
Monday, 20 July	Monday, 20 July



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