

anthem



LincolnCarlton  
·ACADEMY·

# Welcome to Year Two

## Meet the Staff



Miss Ridd is the class teacher in Castle class.



Mrs Gallivan is the class teacher in Cathedral class.



Mrs Lynn is a teaching assistant and she works across all of the classes in Years 1 and 2.

All teachers are entitled to spend 10% of their timetable away from the class to plan and prepare lessons. This is known as PPA. In Year 2, this will happen on a Wednesday afternoon.



Mrs Crabtree will cover Cathedral class on a Friday afternoon.



Mrs Adams will cover Castle Class on a Friday afternoon.

## Events

### Meet the Teacher

On Tuesday 9<sup>th</sup> September at 3pm, come and meet your child's new class teacher and see the classroom where your child will be learning.

Individual and Sibling School Photographs – Tues 7<sup>th</sup> October 2025

### Parent's Evening

All parents are invited into school for Parent's Evening on:  
Tuesday 11<sup>th</sup> November or Wednesday 12<sup>th</sup> November 2025  
and

Tuesday 10<sup>th</sup> March or Wednesday 11<sup>th</sup> March 2026

Year 2 and 3 Disco – Thursday 23<sup>rd</sup> October 2025

Year 2 and 3 Christmas Crafts – Tuesday 16<sup>th</sup> December 2025

Carol Singing on the Green – Wednesday 17<sup>th</sup> December 2025  
All Welcome!

World Book Day – Thursday 5<sup>th</sup> March 2026 – Dress as your favourite book character or wear your PJs!

Sports Day – Tuesday 19<sup>th</sup> May 2026

Summer Fete – Friday 12<sup>th</sup> June 2026

End of Year celebration – Thursday 25<sup>th</sup> June 2026

## The Year 2 Curriculum

Throughout Year 2, the children will cover all aspects of the National Curriculum. This is how the different subject areas are covered:

- Reading (including phonics) – 1 hour per day
- Writing – 1 hour per day
- Maths – 1 hour per day
- Personal, Social, Health and Emotional Education – 1 hour per week
- Science – 1 hour per week
- Computing – 1 hour per week
- Physical Education – 2 hours per week
- Religious Education – 1 hour per week
- Music – 1 hour per week
- Art and Design – 1 hour per week (alternate half terms)
- Design and Technology - 1 hour per week (alternate half terms)
- History – 1 hour per week (alternate half terms)
- Geography - 1 hour per week (alternate half terms)

At the beginning of every new half term, you will receive a detailed overview of everything your child will learn in each of the subjects.

### **Physical Education**

All children in England are entitled to take part in 2 hours of PE every week. PE will always be in the afternoon sessions. Each term, PE days will change and this is so that children can benefit from expert sports coaches who rotate around classrooms throughout the year. We will always let you know your child's PE days before the end of the previous half term.

## Visits and Workshops

As a trial this year, we are sharing the planned trips and workshops that we intend to happen this year where there is a cost attached for parents. The table below shows the planned experiences but please remember that these are always subject to change based on the availability of coaches and places.

Experience	Approximate Timings	Approximate Cost
Lincoln Castle Experience and Lincoln Landmarks walk	May	£9.00
Visit Skegness	May/June	£9.00

Details of these events will be sent out nearer the time via MCAS.

# Uniform Policy

## Non-PE Days



Plain grey trousers, shorts, skirt or dress    Navy, gingham dress

Navy polo shirt, sweatshirt, or cardigan  
with or without a school logo

## PE Days



Plain navy joggers or shorts  
No cycle shorts or leggings

Plain purple or navy T-shirt  
No branded sportswear

Plain or logo hoodie

## Footwear



Black shoes or boots to be worn on non-PE days (examples above). **Trainers must not be worn on non-PE days.**



Plain grey socks or tights



One pair of single stud earrings to be removed on PE days. No hoops.



A simple wristwatch. No smart watches.



Discrete, navy hair accessories

## **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.

## Keeping in Touch

Did you know that LCA has a Facebook page?

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

We use this platform to share learning and events that have been happening across the school each week. It's a great way to keep up to date. Please like our page!

### My Child At School

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.

## Talking to your class teacher

It is important that you always have a line of communication directly to your child's class teacher. This isn't always easy on the gate in the morning as teachers are welcoming children into the classroom. For this reason, we provide teacher email addresses so that you can contact them directly. Most teachers are in school by 8am and don't leave until 5pm so they will make contact with you at these points.

Mrs Gallivan – [sgallivan@lincolncarlton.anthemtrust.uk](mailto:sgallivan@lincolncarlton.anthemtrust.uk)

Miss Ridd – [cridd@lincolncarlton.anthemtrust.uk](mailto:cridd@lincolncarlton.anthemtrust.uk)

## Specific Questions or Concerns

In some cases, you may not feel that the best person to talk to is your child's class teacher. Here is a list of queries you may have and who to get in touch with.

## Safeguarding

If you have a safeguarding concern, please contact:

Mrs Goodacre – Designated Safeguarding Lead

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

or

Mrs Malam – Deputy Designated Safeguarding Lead

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

or

Mrs Melhuish – Deputy Designated Safeguarding Lead

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

## Family Support

Mrs Goodacre – Family Support Worker

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

Mrs Goodacre is our Family Support Worker and can offer a listening ear, a cup of coffee (or tea) and support to anyone who needs help with a problem at home.

## Pastoral Support

Mrs Goodacre – Family Support Worker

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

Sometimes, children can require some extra help in school for many different reasons. If this is connected to a pastoral need (rather than a learning need), please contact Mrs Goodacre.

## Curriculum and Assessment

Mrs Melhuish – Curriculum Lead

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

Mrs Melhuish has developed the LCA curriculum alongside our wonderful team of subject leaders. If you have any questions about what your child is learning or how they are being taught, please get in touch with Mrs Melhuish. If you have a very specific subject curriculum question, then please get in touch with the subject leader:

Art and Design – Mrs Evans

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

Computing – Miss Wroe

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

Design and Technology – Miss Gadsby

[Mgadsby-robinson@lincolncarlton.anthemtrust.uk](mailto:Mgadsby-robinson@lincolncarlton.anthemtrust.uk)

English – Reading – Mrs Christopher

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

English – Writing – Mrs Wright

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

Geography – Mrs Ball

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

History – Mrs Gallivan

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

Maths – Miss Cropper

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

Music – Mrs Wood or Mrs Adams  
[rwood@lincolncarlton.anthemtrust.uk](mailto:rwood@lincolncarlton.anthemtrust.uk)  
[hadams@lincolncarlton.anthemtrust.uk](mailto:hadams@lincolncarlton.anthemtrust.uk)

Physical Education – Mrs Walker  
[rwalker@lincolncarlton.anthemtrust.uk](mailto:rwalker@lincolncarlton.anthemtrust.uk)

Religious Education – Mrs ‘Curly’ Clark  
[rcclark@lincolncarlton.anthemtrust.uk](mailto:rcclark@lincolncarlton.anthemtrust.uk)

Science – Miss Martin  
[kmartin@lincolncarlton.anthemtrust.uk](mailto:kmartin@lincolncarlton.anthemtrust.uk)

Spanish – Miss Michalke  
[vmichalke@lincolncarlton.anthemtrust.uk](mailto:vmichalke@lincolncarlton.anthemtrust.uk)

If you have a question or concern about a specific teacher or senior leader, these should be directed to Mrs Malam.

## **Pupil Premium**

If you are unsure whether your child is eligible for the Pupil Premium Grant, please contact the school office. If you have a query related to our Pupil Premium Strategy, please get in touch with Mrs Melhuish  
[amelhuish@lincolncarlton.anthemtrust.uk](mailto:amelhuish@lincolncarlton.anthemtrust.uk)

The Pupil Premium Strategy can be found on our school website:  
[Lincoln Carlton Academy - Pupil Premium](#)

## **Special Educational Needs**

Mrs Clark  
[rclark@lincolncarlton.anthemtrust.uk](mailto:rclark@lincolncarlton.anthemtrust.uk)

Mrs Clark is our Special Educational Needs coordinator. If you have concerns, about your child’s learning, please get in touch with your class teacher in the first instance. Mrs Clark can then support you and the class teacher in deciding the next steps for your child.

## **Behaviour in School**

Mrs Clark leads on behaviour and will be happy to talk to you. If you have serious concerns about behaviour in school, these should be directed to Mrs Malam.

## **Attendance**

All queries regarding attendance letters and fixed term penalty notices should be directed to Mrs Malam. [rmalam@lincolncarlton.anthemtrust.uk](mailto:rmalam@lincolncarlton.anthemtrust.uk)

## **Personal Development**

Child's Voice – School Council, Timi Champions – Mrs Melhuish  
[amelhuish@lincolncarlton.anthemtrust.uk](mailto:amelhuish@lincolncarlton.anthemtrust.uk)

Pupil Job Roles – Mrs Malam  
[rmalam@lincolncarlton.anthemtrust.uk](mailto:rmalam@lincolncarlton.anthemtrust.uk)

PSHE Curriculum – Miss Ridd  
[cridd@lincolncarlton.anthemtrust.uk](mailto:cridd@lincolncarlton.anthemtrust.uk)

Enrichment Opportunities – Mrs Melhuish  
[amelhuish@lincolncarlton.anthemtrust.uk](mailto:amelhuish@lincolncarlton.anthemtrust.uk)

After School Clubs – School Office  
[enquiries@lincolncarlton.anthemtrust.uk](mailto:enquiries@lincolncarlton.anthemtrust.uk)

Assemblies – Mrs Malam  
[rmalam@lincolncarlton.anthemtrust.uk](mailto:rmalam@lincolncarlton.anthemtrust.uk)

# 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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**01522 522633**

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

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