



The Berkeley Academy



‘WE STRIVE TO DO OUR BEST!’

HANDBOOK FOR PARENTS ACADEMIC YEAR 2026-2027

Dear Parents/Carers,

Welcome to our school. The aim of this handbook is to give you a guide to The Berkeley Academy. We know that there is a lot of information about school, so we hope that this handbook provides you with all the information you need to help you as a parent or carer at The Berkeley Academy. Please let us know if you have other questions.

The primary years are a significant time in the life of a child and for you as a family. We understand how important this experience is for you all and endeavour to make it a positive experience. We appreciate the trust you place in the school to provide the best possible learning outcomes for your child; our commitment is to do everything possible to ensure that is realised.

At The Berkeley Academy, we are committed to offering a high quality educational experience to all our children and place great emphasis on the fostering of good relationships through the partnership between home and school.

There is no denying that every child is unique and that is valued and celebrated at The Berkeley. Our ambition is to nurture every child, enabling them to achieve well, regardless of their starting point. We also feel strongly that it is our job as educators to encourage children to become resilient, confident, well-rounded individuals.

A positive learning culture is evident in school, which is embodied by our Mission Statement of ‘We STRIVE to do our best’; we encourage our pupils to develop enquiring minds and a “can do” attitude to all aspects of the curriculum. Alongside this, we provide a caring and supportive environment meaning that every child is given the opportunity to be the very best they can be. This is supported by our values of ‘be respectful’, ‘be responsible’ and ‘be safe’.

We encourage you to regularly visit our website and School Gateway to keep track of events happening in our school, important dates and to read our newsletter. If you have any queries, please do not hesitate to contact us. The information in this handbook indicates our procedures, as of July 2025, however these may be subject to change at any time; please refer to School Gateway for the latest updates.

If you are reading this before registering your child on roll, you may wish to learn more about the school. Please see our website for more information or telephone the school to make an enquiry. We are excited to work in partnership with you and look forward to seeing your child grow and develop as their educational experience with us unfolds.

Yours sincerely,

The Berkeley Staff



Our Vision and Values

The Berkeley Academy



At The Berkeley Academy our vision is
‘To equip all our children with the knowledge,
understanding and enquiry skills to embrace lifelong
learning, achieve their personal best and advance their
social, emotional and physical well-being.’





SUCCESS
TEAMWORK
RESILIENCE
INDEPENDENCE
VOICE
ENTHUSIASM

At The Berkeley Academy

WE **STRIVE** TO DO OUR BEST

Be Respectful • Be Responsible • Be Safe

The School Day

Nursery

Early start session	8.45am – 9.15am
Morning session	9.15am – 12.15pm
Afternoon session	12.15pm – 3.15pm

Reception – Year 6

The gates around school will be opened at 8.30am. Doors into school will be open from 8.40am – 8.50am (EYFS and KS1) and 8.45am - 8.55am (KS2) for children to go to their classroom.

Please ensure that your child is on time for registration as after 8.55am you will need to take your child to the front office and they will be marked in as late.

At the end of the school day, children in Reception and Key Stage 1 will finish at 3.15pm and children in Key Stage 2 will finish five minutes later at 3.20pm.

Please make sure you supervise your child before and after school to ensure everyone is kept safe whilst moving around the school site. It is important children, especially younger ones, are kept close to parents/carers at all times as the school site gets very busy at the start and end of the day. Please note, children are not permitted to be on the play equipment, school field or outside the Year 6 mobile area.

Typical School Timetable

Reception – Year 2

Gates open	8.30am
Class doors open	8.40am
Registration/Morning challenge	8.50am – 9.00am
Session 1: Little Wandle Phonics	9.00am – 9.30am
Assembly	9.30am – 9.45am
Session 2: English	9.45am – 10.30am
Morning breaktime	10.30am – 10.45am
Session 3: Maths	10.45am – 11.45am
Lunchtime	11.45am – 12.45pm
Session 4: Reading	12.45pm – 1.15pm
Session 5: Curriculum	1.15pm – 2.00pm
Afternoon breaktime	2.00pm – 2.10pm
Session 6: Curriculum	2.10pm – 3.00pm
Whole class read	3.00pm – 3.15pm
End of school day	3.15pm

Year 3 – 6

Gates open	8.30am
Class doors open	8.45am
Registration/Morning challenge	8.55am – 9.00am
Session 1: Spelling and grammar	9.00am – 9.30am
Assembly	9.30am – 9.45am
Session 2: English	9.45am – 10.50am
Morning breaktime	10.50am – 11.05am
Session 3: Maths	11.05am – 12.15pm
Lunchtime	12.15pm – 1.10pm
Session 4: Reading	1.10pm – 1.45pm
Session 5: Curriculum	1.45pm – 3.10pm
Whole class read	3.10pm – 3.20pm
End of school day	3.20pm

Wrap Around Care - Before and after school club



The Berkeley Academy Breakfast and After School Club

We offer before and after school care during term time for children between the ages of two and eleven at our BOOST club.

Breakfast Club

Breakfast Club runs from 7.30am - 8.45am daily, incorporating a light breakfast and age appropriate activities.

After-School Club

After School Club runs from 3.15pm – 6.00pm.

Children will be encouraged to take part in organised activities such as craft/games and sports.

After a light tea, further age appropriate activities are timetabled for all to join in. Alternatively, children have the opportunity to read quietly to themselves or to a member of staff, which can be recorded in their school planner. They can also take the opportunity to complete their homework with assistance if required.

Session Times, Fees and Additional Information

Clubs	Sessions	Fees	Details
Breakfast Club	07:30 – 08:45	£6.00	Breakfast included
After School Club – Happy Hour	15.25 – 16.30	£6.00	
After School Club	15:25 - 18:00	£12.00	Light tea included

Please note, the prices above are for regular, booked sessions. Ad hoc sessions are available to book subject to availability, these sessions are charged at £6.50 for Happy Hour and £12.50 for full session.



School Uniform and Equipment

Our school uniform is very important to us at The Berkeley and helps to create a sense of belonging in our school. Everyone is expected to be in full school uniform every day and we believe that pride in our appearance supports good standards and high expectation in our learning.



Our uniform takes the form of;

- Royal blue sweatshirts and white poloshirts
- Grey skirt or pinafore, grey trousers or shorts;
- White, black or grey socks or tights
- Blue gingham dress (summer)
- Black school shoes

Please can you ensure that your child wears all black leather shoes and does not wear canvas, trainers or pumps.



Reminders

- Please ensure all items of clothing are named to make it easier to return to their owner.
- Children should bring in a small rucksack or bag for their belongings. Book bags are particularly useful for the younger children when storing in school.
- There is no need for children to bring in their own pencil cases although children in Year 5 and 6 may prefer to bring in a small pencil case for their own personal use.

PE

For PE, children wear our school PE kit which is a House colour t-shirt and blue shorts. Trainers should be worn for outside PE. All children take part in outside PE throughout the year and therefore they may need grey, black or blue jogging bottoms and either the school PE hoody, a plain navy hoody or their normal Berkeley jumper/cardigan, if the weather is particularly cold.

A Berkeley PE hoody may be purchased in the same way as other school uniform.



Our House colours are:

Birch – Blue
Hawthorn – Yellow
Oak – Green
Rowan – Red
Sycamore - Purple



School Uniform is available to purchase online at School Style Ltd:

- By going to the site at www.myschoolstyle.com and clicking on the 'Find My School' button or by typing the following into your web browser address bar: www.myschoolstyle.com/school/berkeley

School uniform is also available to purchase from School's In, 54 Hospital Street, Nantwich, Cheshire, CW5 5RP, telephone number 01270 618957.

Children wear PE kit to school on their nominated PE days. Long hair must be tied back during PE lessons for safety reasons.

Jewellery

For health and safety reasons children are not allowed to wear jewellery during PE lessons. If studs are worn, the child must be able to remove them or cover them with plasters/medical tape before PE lessons.

Children should not wear nail varnish and body transfers to school. Please keep them for weekends!

Water bottles



Children are encouraged to bring in a named water bottle into school each day. This should only be filled with water and children will not be permitted to drink anything such as fizzy, Prime or fruit juice during lesson time. Children can refill their bottles during the day at the many water stations we have placed around school.

Break Time Snacks

Children in Foundation Stage and KS1 are provided with a free piece of fruit or vegetable each day as part of the Government scheme, which they are encouraged to eat at break time. The Berkeley Academy is an Allergy Aware school, therefore if children are bringing in a snack from home, this must be a piece of fruit or vegetables in its raw form, i.e an apple, banana, cucumber sticks, pepper sticks. Biscuits, snack bars and crisps must not be brought in for a snack at break time.

Lunchtimes

Children may bring a packed lunch or have a school meal. A school dinner currently costs £3.10 per child per day, this must be paid for using School Gateway. School meals are free for all children in Reception and KS1.

SAMPLE MENU

A colorful poster titled "Spring/ Summer Menu 2023" showing two weeks of school meals. The poster is decorated with illustrations of children and various fruits and vegetables. It lists the menu for Week 1 and Week 2, including main courses, starters, and desserts.

Week 1		Week 2	
Monday Chicken & Potato Pie with Sweet Potato & Carrots	Tuesday Beef & Potato Stew with Sweet Potato & Carrots	Monday Chicken & Potato Pie with Sweet Potato & Carrots	Tuesday Beef & Potato Stew with Sweet Potato & Carrots
Wednesday Chicken & Potato Pie with Sweet Potato & Carrots	Thursday Beef & Potato Stew with Sweet Potato & Carrots	Wednesday Chicken & Potato Pie with Sweet Potato & Carrots	Thursday Beef & Potato Stew with Sweet Potato & Carrots
Friday Chicken & Potato Pie with Sweet Potato & Carrots	Saturday Beef & Potato Stew with Sweet Potato & Carrots	Friday Chicken & Potato Pie with Sweet Potato & Carrots	Saturday Beef & Potato Stew with Sweet Potato & Carrots

We are a healthy school and as such, promote healthy meal choices. Our school kitchen provides healthy and tasty meals, which are widely enjoyed by children.

In packed lunches we encourage children to bring a main meal (sandwich, rice etc), fruit and a snack such as yoghurt. Sweets and chocolates are not encouraged.

Within school, we have some children with severe allergies and have EpiPen's in school. To help us keep the risk of a severe reaction for these children to a minimum, we ask that no nuts are included in any lunchbox brought from home.



Free School Meals

Free school meal entitlement is changing from the 2026/2027 academic year:

Expanded entitlement for families on Universal Credit

From the start of academic year 2026 to 2027, all children in households receiving Universal Credit will be entitled to free school meals, regardless of earnings.

Going forward, there will be two types of eligibility:

- **Targeted FSM:** for households in receipt of universal credit earning £7,400 or less (includes free meals and additional support such as pupil premium). Other educational entitlements such as the Holiday Activities and Food program (HAF) and the 'extended rights' element of school travel assistance, will also continue to be based on targeted FSM.
- **Expanded FSM:** for households in receipt of universal credit earning above £7,400 (free meals only)

Families with no recourse to public funds may also be eligible for Targeted FSM subject to meeting separate criteria.

All pupils in reception, year 1 and year 2 will also continue to be entitled to free school meals under the universal infant free school meals policy regardless of family circumstances.

End of transitional protections

Since 2018, some children have continued to receive free school meals, even if their family circumstances changed during the rollout of Universal Credit. This is referred to as transitional protections.

Now that entitlement is being expanded to all families on Universal Credit, these protections will end at the end of the 2025 to 2026 academic year.

This means:

- Some children may **no longer be eligible** from the start of the 2026 to 2027 academic year if their family does not receive Universal Credit or another qualifying benefit
- Eligibility will now be based on current benefit status

If your child does not currently receive free school meals

- You may now be eligible under the expanded criteria
- You will need to apply through your local authority by clicking the link below that will take you to Cheshire East Council Free school meals web page / school

https://www.cheshireeast.gov.uk/schools/school-meals/free_school_meals.aspx

If you are unsure whether you need to apply or if your circumstances have changed, please contact: Cheshire East Council Free School Meals on 03001205012 or via the website link above.

The Role of Parents and Carers

At The Berkeley Academy, our team of staff are keen for there to be a partnership between home and school to support your child. We have an open-door policy to ensure support or concerns are dealt with quickly. Initially, parents and carers should try to speak to their child's class teacher at the beginning or end of the day or alternatively, please book an appointment if more time is needed for discussion.

Practical ideas for parents and carers

Expectations

- Be clear about your high expectations
- Look ahead and help your child to set goals
- Show affection and warmth whilst at the same time maintaining consistent boundaries of expected behaviour

Routines

- Set clear routines for the time before and after the academic day and for the weekends. Encourage your child to be involved in a reasonable amount of regular extra-curricular activity
- Use mealtimes as an opportunity to talk
- Set aside time to read with your child and to look at their homework
- Create space for your child and talk to them when they are under stress or worried

Opportunities to learn

- Ensure your home has lots of board games, puzzles and books
- Make sure that your child has a quiet place to study
- Find things to learn together on a regular basis, ideally with parents sometimes creating special one-to-one time with each child
- Use everyday activities, cooking, gardening, making things, reading the newspaper, to do things together and get to know one another more

Support

- Celebrate effort and hard work whenever possible
- Tune in to the way your child learns, providing hands-on experiences where possible and also opportunities to reflect
- Make it clear that learning involves making mistakes and requires effort

Culture

- Encourage your child's questioning
- Notice what your child loves doing and be on the lookout for their emerging passions
- Talk about times when they are finding something difficult and what they are doing to cope

Role modelling

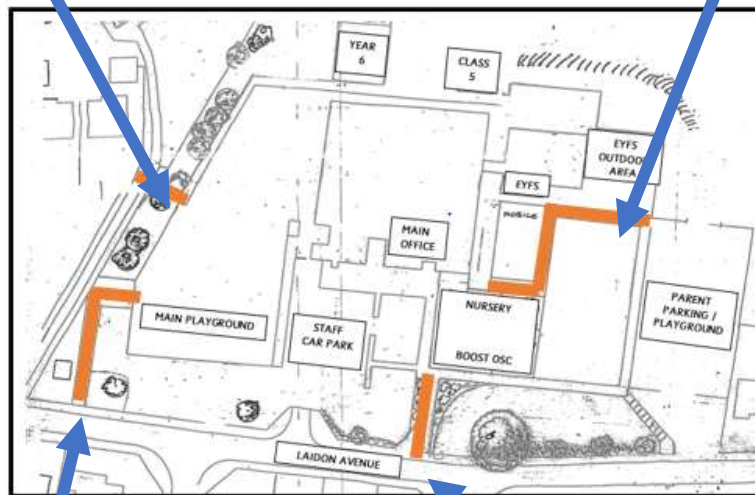
- Talk about your own learning, successes, frustrations, times you have had to persist at something
- Take the opportunity to share your passions and show how you make time to do things that matter to you
- Talk about people you admire and explain why.



School Site

Accessing school grounds

The school site has various access points at the start and end of the day. There are two entrances that lead onto the main playground from Laidon Avenue and the path that runs alongside the school. A third entrance can be used from the parent car park which has a path that leads up to the school. A final access point is for anyone needing the Nursery or the main office. These can all be seen on the map below.



Finding your way around

For reasons of security and for your personal safety, always report to the main office when coming into school or when attending an appointment with your child's class teacher.

Parking

A reminder to all parents/carers to park responsibly when dropping off/picking up children from school. Quite a few of our older children walk to school alone and their safety, together with the safety of other parents/carers that walk their children to school is our priority. Please ensure that when parking in the roads around school, you do not park/drop off on the yellow zig zag lines and please remain respectful of our neighbours and local community. Please do not block resident's driveways and always ensure Thank you for your co-operation.

Classroom doors

Once on the school grounds, children will wait to go into school via different doors depending on their class. On the map below, classroom doors are labelled so it is clear where children should enter school.

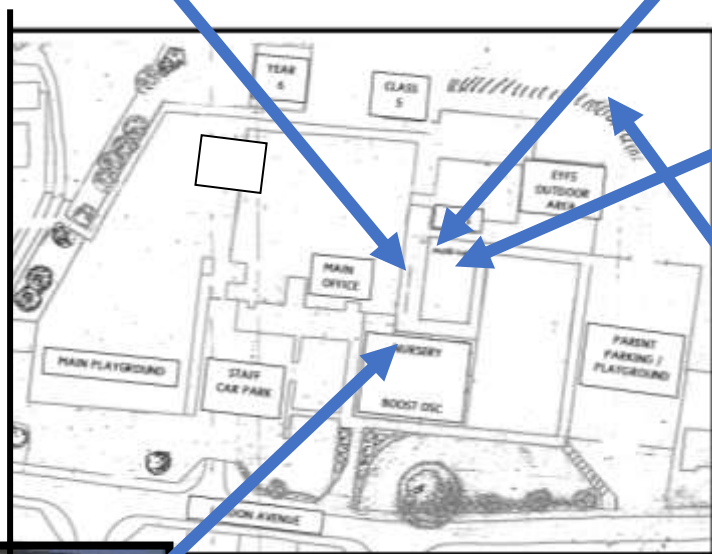
EYFS and KS1 door



YEAR 2



RECEPTION



YEAR 1



Years 2 - 6

To access classrooms in Year 5 and 6, this is from the main playground. The Year 4 entrance is at the back of school and the Year 2 classroom doors can be accessed from the parent car park.



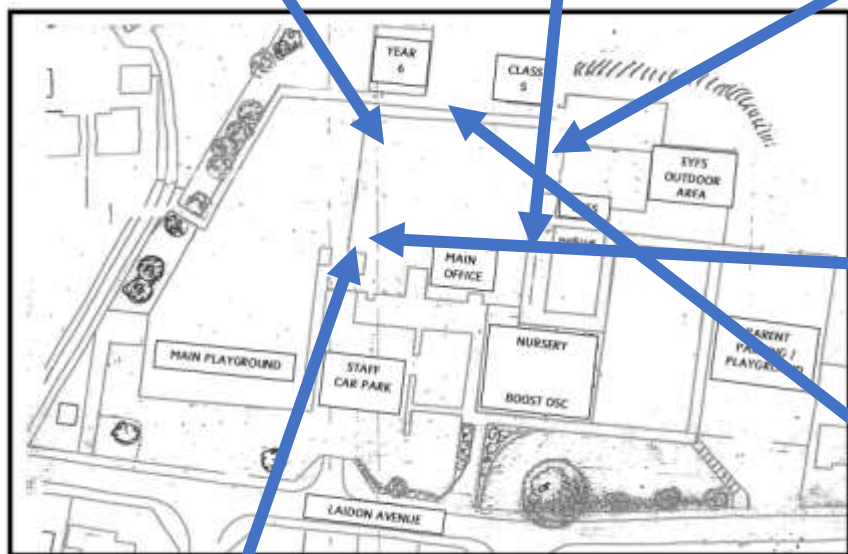
CLASSES 13 & 14



CLASS 7



CLASS 8



YEAR 3 PICK UP



YEAR 5



YEAR 4

Reception (classes 1 & 2) – Drop off and pick up at the classroom doors via the parent/carer car park
 Year 1 (classes 3 & 4) – Drop off and pick up at the classroom door via the parent/carer car park
 Year 2 (classes 5 & 6) – Drop off and pick up at the classroom doors via the parent/carer car park
 Year 3 (classes 7 & 8) – Drop off at the classroom doors, pick up from the main playground
 Year 4 (classes 9 & 10) – Drop off and pick up via the main playground, doors at the back of the school opposite the school field
 Year 5 (classes 11 & 12) – Drop off and pick up via the door on the main playground
 Year 6 (classes 13 & 14) – Drop off and pick up via the main playground, mobile classroom.

Behaviour

Our Routines

- ✓ Arriving at school at the beginning of the day
- ✓ I arrive on time to school.
- ✓ I walk calmly to my classroom
- ✓ I greet staff with a smile and a 'good morning'.
- ✓ I hang my coat up, put my lunchboxes on the trolley and water bottle in the box.
- ✓ Once I have entered the classroom, I do not leave again unless I have asked a member of staff.
- ✓ I sit down in my seat as soon as I have entered the classroom and begin the morning task.

Our staff use a silent signaller to gain the attention of the class. This is done by raising one hand. When pupils see this, they should respond by being silent and responding with STAR.

- S - Sitting or standing up straight
- T - Tracking the teacher
- A - Attention at all times
- R - Respect towards others



Fantastic Walking

- Facing forward
- Walking in a straight line
- Hands by side
- Without talking
- Without leaning on walls whilst waiting

Know that we use Fantastic Walking to keep everyone safe in school and to make sure the learning of other children is not disrupted as people move around school.



Fantastic Listening

- S - Sitting or standing up straight
- T - Tracking the teacher
- A - Attention at all times
- R - Respect towards others

Know that we all do Fantastic Listening to ensure everybody is able to learn without distractions.



Fantastic contributing

- Listening to the class teacher or whoever is speaking
- Considering my responses before sharing
- Putting my hand up so I know my teacher knows I want to contribute during whole class discussions
- Sharing answers/contributions in a clear voice using full sentences
- Building on what others have said



Using good manners

- ✓ I should always say 'please' when I am asking for something.
I should always say 'thank you' when I receive something or someone does something nice for me.
- ✓ I should say 'Good morning/afternoon' to adults if spoken to.
- ✓ I know that it is important to show gratitude to others by thanking people for what they have done for me.
- ✓ I know that a calm and polite tone is respectful.



Reading

Learning to read is the most important thing your child will learn at our school. Everything else depends on it, so we put as much energy as we possibly can into making sure that every single child learns to read as quickly as possible. We want your child to love reading and to want to read for themselves. This is why we put our efforts into making sure they develop a love of books as well as simply learning to read.

Phonics and Early Reading

We start teaching phonics in Nursery and Reception and follow the Little Wandle Letters and Sounds Revised programme which ensures children build on their growing knowledge of the alphabetic code and mastering phonics.

This means that they learn how to 'read' the sounds in words and how those sounds can be written down. This is essential for reading, but it also helps children learn to spell well. We teach the children simple ways of remembering these sounds and letters. Children practise their reading with books that match the phonics and the 'tricky words' they know.



They start thinking that they can read, and this does wonders for their confidence. Teachers read to the children, too, so the children get to know all sorts of stories, poetry and information books. They learn many more words this way and it also helps their writing. Each year group has their own collection of books to ensure that children read a wide range of quality texts and authors. We identify children needing extra support very early on, because we consistently monitor their progress and track how they are progressing



Reading for meaning

Children across the school get regular opportunities to read to an adult and each other. We focus on developing fluency, speed and stamina so that children have the strong foundations to develop skills to comprehend the meaning of what they have read. We encourage children to ask questions about what they have read and teach them how to retrieve information and infer meaning from texts. We explore and learn new vocabulary found in texts and think about why the author might have chosen particular words.

Reading for Pleasure

At The Berkeley Academy we have a strong culture of reading for pleasure. Staff and pupils share their love of reading through recommended books and 'book talk'. We have created special spaces, including our purpose-built Reading Lodge, where children are given time to enjoy reading a book of their choice. We have a range of diverse texts for children to choose from and can keep rotating and renewing our collections through loans from the Education Library Service.

We also work in partnership with parents, the local library and authors to celebrate a love of reading through special days and events including author visits, World Book Day and book fairs and book swaps.



Communication

Website

The address is <https://www.theberkeleycheshire.co.uk>. There are sections for Parents, Curriculum, classes etc. If you're looking for the school policy on something, or you need to see the latest newsletters, or you'd like to know some useful websites to support your child's learning, have a look at the website. There is also a calendar where you can view dates for events, assemblies and term dates. The website is run by the school so if you have any questions, just ask.

Parents' meetings

In the Autumn and Spring term there is opportunity for parents/carers to come into school to discuss your child's progress. We use an online booking system where parents/carers can log on and book their own appointment. These are 10 minutes long and enable you to find out how your child is doing. Parents usually have the chance to look at their child's books while they're waiting. In the Summer term a written report is sent out and you may wish to come into school afterwards to discuss it in more detail.

Extra meetings

If you can't make a parents' evening, or if you would like more time to talk to your child's teacher, you can ask for an extra appointment. Teachers are very accommodating about these so don't be afraid to ask. Meetings will usually be after school.

Newsletter

A newsletter is emailed to all parents at the end of each half term. A copy is also available on the school website.

Class assemblies

Each class presents assemblies for the parents to share their learning and show techniques and methods that are used in class. Dates and times are in the newsletter. Parents are invited and encouraged to attend.

Christmas performances

Our Reception and year 1 children take part in a Christmas performance where parents/carers will be able to attend.

Easter performance

Our year 3 and 4 children take part in an Easter performance in which we invite parents/carers to attend.

Year 5 & 6

Our year 5 and 6 children take part in an end of year performance to which parents/carers are invited and parents/carers of our year 6 children are also invited to attend a leavers assembly before the children move up to High school.

School Gateway

This is a brilliant system which sends parents texts and emails of school news and notices. For example, if a club has to be cancelled you will be told by text. Newsletters and other updates are sent out regularly. Please make sure the office has your up-to-date contact details.

Open Mornings

The open mornings planned for each year group will give parents and carers an opportunity to come into school and share the learning that has been taking place in your child's year group. We hope that this will give you the chance to interact with them in some activities and give you a better understanding of what your child has been doing at school.

Health and wellbeing

Medicine

If a pupil needs to take prescribed medicines/inhalers/self-administered injections, the medicines should be brought into school by parents/carers and a form completed giving written instructions for their use. All medicines are stored in a safe place. Medicines given are recorded centrally by Office staff. They are the only people in school authorised to do so.

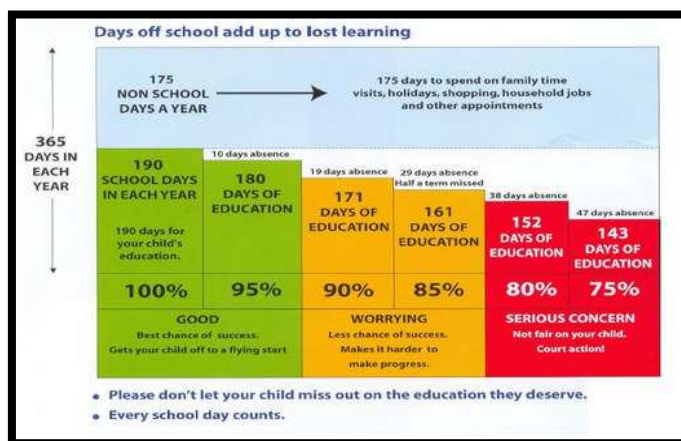
It is vital that you inform the school of any allergies or illnesses your child has. A form is available from the school office. If your child has a medical condition that needs managing in school, please be assured that the school will make a plan of support for your child to make sure you can send them to school with confidence and know they are safe and well.

Illness and accidents

The school will ring you straight away if your child becomes ill during the day – make sure the office has your up-to-date contact details. There are trained first aiders on the staff. If your child has a head bump they will always call you but not usually for minor bruises and grazes.

Attendance and Punctuality

Good attendance is promoted within school on a regular basis and seen as an achievement in its own right. Absence has a huge impact on pupils' achievement. For this reason, it is important that absence from school is avoided whenever possible. Attendance is measured regularly by the local authority and schools are under pressure to keep their attendance up. EVERY DAY COUNTS and this is why attendance levels are monitored closely.



Absence Procedure

What if my child won't be in school because they are unwell?

You need to contact the school by 9am EVERY day that your child is going to be absent. You can do this by ringing and leaving a message on the absence line explaining the reason for the absence. If you do not contact the school, we will not authorise the absence (unauthorised absences can lead to a fine). If your child has poor attendance you might be invited into school to discuss how best to help this improve.

Please try to make doctor's or dentist's appointments outside school hours but if you can't then you will need to provide evidence (e.g. appointment cards/texts/letters) for appointments in school time. School does not usually accept a day's absence for standard dental/doctor appointments.

Even with the emphasis on attending every day, school do understand that occasionally you might need to take time out of school for exceptional circumstances, if so, you need to fill out a form and get permission from the head teacher. The school does not authorise holidays during term time.

Persistent Absence

Any child whose attendance drops below 90% will receive a letter 'expressing concern about this level of attendance from the school. The school accepts pupils may fall ill and be absent for genuine reasons but if a pupil's absence drops below 90%, we may ask to speak to parents/carers about attendance and look to offer additional support. We also work closely with the Attendance and Out of School Team at Cheshire East and may ask them to attend meetings.

Lateness

What if we're late in the morning?

Punctuality is really important. If your child is late then they may miss the introduction to their learning. If you're going to be late then you should ring the school office.

Lateness = Lost Learning	
5 minutes late every day	3 days lost
10 minutes late every day	6.5 days lost
15 minutes late every day	10 days lost
20 minutes late every day	13 days lost
30 minutes late every day	19 days lost

What if I'm late to collect my child?

If you're unavoidably late picking up at the end of the day, your child will be taken to the school office. You should ring the school to let them know you're on your way. If you are more than five minutes late, you will need to pick your child up from the main office

What if someone else is picking up my child?

You should tell the class teacher in the morning if someone other than a parent is collecting your child. Otherwise ring the school during the day to inform them. Staff will not let your child go home with anyone without permission. It is all to keep your child safe.

Holidays in Term Time

Due to Government legislation, the Headteacher is not able to authorise any holidays during term time unless this is deemed as exceptional circumstances. If you do intend to take your child out of school for any reason, a Leave of Absence request form **must** be completed in advance by the parent/carer of whom the child resides with. This must then be returned to the school office before the absence is taken. These forms are available from the school office or on our website, www.theberkeleycheshire.sch.uk

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Once a leave of absence request form is received, the Headteacher will process your request and a letter will be sent out to the parent/carer advising of the decision. In reaching a decision, the Headteacher will consider each application on an individual basis, taking into account the specific facts and circumstances and relevant background context behind the request.

If a requested leave of absence has been declined by the school and parents/carers still decide to take their child/children out of school, the absence will be recorded as 'unauthorised' and a Holiday Penalty Notice may be issued. In certain circumstances, it may be that school will partially authorise a request for absence.

In this instance, any days' absence in excess of the number of authorised days will be recorded as unauthorised and a Holiday Penalty Notice may be issued.

If a parent/carer does not apply for a leave of absence and/or the school has reason to believe that your child/children have been on holiday during term time, the school may record the absence as unauthorised and a penalty notice may be issued. Please see below guidelines for Fixed Penalty Notices:

Escalation of Offences Committed under Section 444 of the Education Act 1996

Penalty Notice Amounts (First, Second & Third Offence)

First Offence

For the first Penalty Notice issued for term-time leave or irregular attendance:

- **£160 per parent/carer, per child** if paid within 28 days
- Reduced to **£80** if paid within 21 days
(Unpaid notices may result in prosecution)

Second Offence (Within 3 Years of the First)

Where a second Penalty Notice is issued for the same pupil within 3 years:

- **£160 if paid within 28 days**
(Unpaid notices may result in prosecution)

Third Offence (Within 3 Years of the First)

A third offence will **not** result in another Penalty Notice. Instead:

- The Local Authority **may escalate the case directly to court through the Single Justice Procedure (SJP)**
- Magistrates may impose fines of **up to £1000**.
- More than three offences may escalate to Section 444 (1A) prosecution (aggravated offence), where a guilty outcome can lead to fines of up to **£2,500**.

Complaints and compliments

The school aims to work closely with parents/carers and we hope you will be extremely pleased with the education and quality of the care your child receives whilst at The Berkeley Academy. If this is the case, please feel free to express your feelings of satisfaction, either verbally or in writing to a member of staff. We need to know what is appreciated in order to continue to do it!

However, if you are unhappy with any aspect of your child's education, we also need to know. In this case you should first speak to your child's teacher. We find that many concerns can be easily resolved through discussion.

If your concern is of a broader nature, and you have already raised it with the teacher and are not satisfied, please discuss it with the Deputy Head or Head Teacher. The Governors of the School have arrangements for considering complaints and if you are still dissatisfied when you have discussed the matter with the Head Teacher you should ask for a copy of the school's complaints procedure from the school office or write to the Chair of Governors via the school.

Mobile Phones, Smart Devices and Online Safety

At our school, the safety, wellbeing and learning of all children are our highest priorities.

Mobile Phones

Children in primary school do not need access to mobile phones during the school day. We therefore strongly discourage pupils from bringing mobile phones onto the school site.

Pupils must not use mobile phones, smart watches with communication functions, cameras or other internet-enabled devices during the school day.

Online Safety and Wellbeing

We recognise that many children are exposed to online content and digital communication from an increasingly young age. We therefore work closely with families to promote safe, healthy and age-appropriate use of technology.

Through our curriculum, children learn how to:

- Stay safe online and protect their personal information.
- Recognise and report unsafe, inappropriate or unkind behaviour.
- Develop positive digital habits and screen-time balance.
- Understand the importance of respectful communication, both online and offline.
- Seek help from a trusted adult if they encounter anything that worries them.

Partnership with Parents

We encourage parents to consider carefully when introducing mobile phones, social media and online messaging platforms to children. Many services have minimum age requirements, and unsupervised access can expose children to risks including cyberbullying, harmful content and inappropriate contact.

We ask families to support the school's commitment to children's wellbeing by:

- Delaying smartphone ownership where possible.
- Monitoring children's online activity.
- Using parental controls and privacy settings.
- Encouraging device-free family time and healthy sleep routines.
- Talking regularly with children about their online experiences.

By working together, we can help ensure that all children enjoy the benefits of technology while remaining safe, happy and focused on learning.



CEOP's thinkuknow website contains the latest information on the sites you like to visit, mobiles and new technology. Find out what's good, what's not and what you can do about it. Most importantly, there's also a place which anyone can use to report if they feel uncomfortable or worried about someone they are chatting to online.

www.thinkuknow.co.uk

Home Learning

At The Berkeley Academy we are very committed to building strong home/school links and we recognise the vital role that parents play in their children's learning. We know that education is most effective where there is a positive partnership between home and school. We hope that homework/learning at home will increase a child's enjoyment of learning and his/her understanding.

Role of the Class Teacher:

Each class teacher will set regular homework on a weekly basis, which is appropriately challenging, manageable, varied and enjoyable. This will usually be an activity which either reinforces previous learning or prepares for future learning the following week and mainly focuses on the areas of Maths and English. Sufficient time will be given for the tasks to be completed over a series of days. Parents will be informed if children regularly fail to do their homework or if it is below the standard expected for that child.

Role of Parents / Carers:

We hope that parents and carers will strongly value the home learning ethos and provide a peaceful, suitable place in which children can get the most out of the activities set. We ask parents and carers to encourage their children to complete their homework tasks that are set and praise their child when homework is completed. Some children will need support with time management, whilst others will clearly benefit from some discussion with an adult to clarify understanding of the task set. We would ask parents / carers to use their own discretion about the amount of input given in relation to the nature of the task – indeed some activities set will positively promote child and adult to learn together, which can be very beneficial.

There will be occasional instances where there may be some concern over the child's understanding of activities set and the teacher would appreciate being informed of this through the Home / School Planners. In this way we can work together to further support the child. Please don't have a battle with your child to get work completed. We would rather be told and find solutions to work through any issues that arise.

Role of the child:

Children should remember to record their homework activities in their Home / School Planners to remind them of what to do and use their planner to record any reading that has taken place at home. We expect children to listen carefully to instructions at school so that they can explain homework tasks, and what has been learnt to parents.

Reception:

Homework will be set half termly. A grid will be provided, covering a range of subject areas and interests. We expect that at least 1 activity is completed each week. The completed homework can be shared on Tapestry, or brought into school to share.

It is also important that your child reads at home, at least 3 times per week. This should be recorded in their reading diary. We will send home reading practice books and sharing books each Friday. The reading practice books will have been read in school 3 times and it is a fantastic opportunity for your child to show you that they can read! The sounds covered in the books match the sounds that your child is secure with. It is really important that you help them to blend the words to read them once they have sounded it out. Please record in reading diaries when this book has been read and return the books on a Thursday.

The sharing book is for you and your child to enjoy together - your child is not expected to be able to read this book. It is a great opportunity to enjoy books together and help to promote a love of reading

Year 1

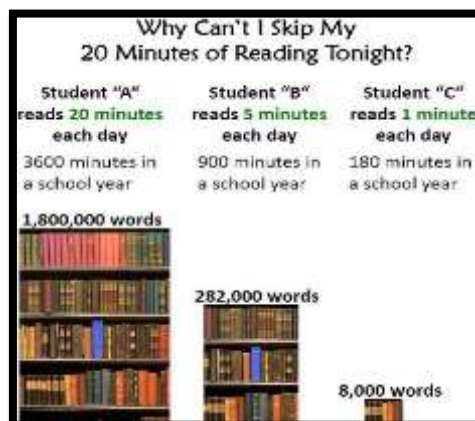
On Thursday, homework will be set and then handed back in by the following Thursday so that new homework can be set. Each week there will be a Maths task linked to what we have learnt in class that week. There is also a Reading comprehension task linked to the Little Wandle book you have been given.

Year 2 - 6

On Friday, homework will be set and then handed back in by the following Friday so that it can be marked and feedback given. Each week there may be a range of tasks set including math tasks, reading comprehension, spellings to learn, online SPaG, opportunities to write and topic work. There may also be extra homework given out to suit the needs of a child.

For all children it is hoped that parents / carers could find at least 20 minutes, three times a week, to hear children read and discuss the content of the book with them. Any home reading can be recorded in the Home / School Planner – please alert the teacher to any specific progress/problems. This will be in addition to any other weekly homework. As well as reading a range of texts at home, there will also be reading comprehension questions sent home on some weeks to help develop an understanding of what the children have been reading.

Please remember to access the many online resources available to enhance your learning too. These include: [Times Tables Rock Stars](#), [Sumdog](#) and [spag.com](#) (KS2 only)



Holiday Dates

SCHOOL HOLIDAYS 2026/2027

	Break up	INSET	Return
2026/2027			
Autumn Term 2026		Tues 1 st September 2026	Wed 2 nd Sept 2026
Autumn Half term 2026	Fri 23 rd Oct 2026	Mon 2 nd Nov 2026	Tues 3 rd Nov 2026
Christmas 2026/2027	Fri 18 th Dec 2026		Mon 4 th Jan 2027
Spring Half Term 2027	Fri 12 th Feb 2027		Mon 22 nd Feb 2027
Easter 2027	Thurs 25 th Mar 2027		Mon 12 th Apr 2027
May Day 2027	Thurs 29 th Apr 2027	Friday 30 th April 2027	Tues 4 th May 2027
Summer Half Term 2027	Fri 28 th May 2027	Mon 7 th June 2027	Tues 8 th June 2027
Summer 2027	Tues 20 th July 2027	Weds 21 st July 2027	

Contact details

Reception and Office hours are: - 8.15am until 4.30pm Monday to Thursday and 8.00am – 4.00pm Friday. Our phone lines are open during this time and a message service is available out of hours.

The Berkeley Academy
Laidon Avenue
Wistaston
Crewe
CW2 6RU

Website: www.theberkeleycheshire.co.uk
Facebook - www.facebook.com/Berkeley/Nursery
Twitter - @theberkeleyaca1

Telephone: 01270 845726

Email: admin@berkeley.cheshire.sch.uk

Headteacher: Mrs L Gohr

Deputy Headteacher: Mr Wagg

Designated Safeguarding Lead: Mrs L Gohr

SENCo: Mrs Fowler

Chair of Governors: Mrs Barker