

# Gulworthy Academy Parent Handbook

2025-2026



## DEAR FAMILIES,

It is my pleasure to welcome you and your child to our family of schools, The Learning Academy Partnership (School Trust). It is a privilege to welcome your child to Gulworthy Academy.

Starting nursery and school is an important step in your child's journey, through education and by working together we will be able to ensure that your child flourishes and has the very best start to their school life.

As a parent or carer, you can be assured that by choosing a school in the Learning Academy Partnership, you are joining a School Trust that constantly strives to provide children with the very best educational offer and experience. Your child will be cared for, inspired, and have fun through an exciting curriculum offer and they will be part of a community where they will achieve academic success.

As the Trust Lead, my role is to be accountable for ensuring that our schools provide an exceptional education experience for your child. I do this through ensuring that we seize all the benefits and opportunities that being part of a School Trust brings. By working together, as a large family of schools, we can achieve and offer so much more for your child than if we work alone.

The School Trust began in 2012 and has grown to a family of schools across Cornwall, Devon and Torbay. We are successful because we work together as a collective to serve our local communities and empower our children to be the best that they can be. We do this by offering you and your child remarkable leaders, teachers and staff who will ensure that your child has a flying start to their school life.

Our children benefit from the fact that we are a National English Hub, which means the Department for Education recognises our expertise in developing reading and early language, every child in our School Trust is a reader.



TRUST LEAD  
WELCOME

Each year we produce our [Annual Report for Parents](#) which captures the impact that we have on children's education. You can find out how we use our funding, impact of children's outcomes and how we work as a School Trust.

You can find out more about our School Trust on our website [www.lapsw.co.uk](http://www.lapsw.co.uk). We pride ourselves in being rooted in the communities that we serve. Each of our schools is unique and distinctive and we celebrate this through the education that your child will receive.

We are at the very beginning of the relationship that we will build with you as a family and I encourage you to become involved in the school community, come along to parent events, be part of the parent teacher association and use your opportunity to give feedback and help us continually improve on what we offer your child.

Once again, I would like to thank you for trusting us with your child's education by choosing a school within the Learning Academy Partnership family. We are committed to ensuring the very best for your child during their time with us in order that they have all the tools, opportunities and choices available to them when they take their next leap on their school journey, into secondary education.

Tracey Cleverly, Trust Lead

# OUR VISION & VALUES

## OUR MISSION

### Flourishing Futures

(John 10:10 He came so that they may have life and live it to the full.)

## OUR VISION

To be an exceptional School Trust. We are committed to social mobility and a culture of belonging. We do this by investing in people, enabling every child to be taught by the very best teachers, so that we can achieve social change and all children flourish.

## OUR VALUES

**Excel:** We champion opportunity and equality for all and in all that we do.

**Empower:** We invest in each other and our communities.

**Together:** We are one team and agree to work as one family.

## WE BELIEVE

**We are Stronger Together:** We deliver and achieve more than we could ever do individually

**In a Sense of Belonging:** Every member of our School Trust matters and knows that they belong.

**In Removing Barriers:** Ensuring that where you begin does not limit your horizons.

**In Realising the Possible:** You cannot be what you cannot see.

# HEAD TEACHER WELCOME

Dear Families,

I'm delighted to welcome you to Gulworthy Academy. I believe that the choice of your child's school is the most important of all and the wonderful team and I are privileged that you have chosen to become part of our school family.

Gulworthy is a popular, small school nestled in the Tamar Valley. We are an inclusive school with three mixed age classes. Through our broad and balanced curriculum, we aim to foster a love of learning in our children which encompasses our beautiful surroundings whilst looking outwards to the wider world.

The school has a crystal clear core purpose - to simply put children and learning at the heart of everything we do. Our aim is to establish a love of learning in our pupils by developing and building on their creativity and curiosity.

Our pupils are proud to attend Gulworthy and this is reflected in high standards of work, behaviour and attainment. All our staff are committed to ensuring the school continues to strive for excellence, for the best for all pupils and for that ultimate enjoyment and satisfaction gained from learning. Our school community including pupils, parents, committee members, support staff and teachers work collectively to ensure we are a happy, hardworking and successful team.

I look forward to working with you.

Melody Sterry

Executive Head Teacher



WELCOME  
TO GULWORTHY



# TERM DATES

## 2025 – 2026

### Autumn Term 2025

- Non Pupil Days: 2<sup>nd</sup> and 3<sup>rd</sup> September
- Start: 4 September
- Non Pupil Day: 24<sup>th</sup> October
- Half Term: 27<sup>th</sup> October – 31<sup>st</sup> October
- End: 19<sup>th</sup> December

### Spring Term 2026

- Non Pupil Day: 5<sup>th</sup> January
- Start: 6 January
- Half Term: 16<sup>th</sup> – 20<sup>th</sup> February
- End: 2nd April
- Bank Holiday: 3<sup>rd</sup> April

### Summer Term 2026

- Non Pupil Day: 20<sup>th</sup> April
- Start: 21<sup>st</sup> April
- Bank Holiday: 4<sup>th</sup> May
- Half Term: 25<sup>th</sup> May – 29<sup>th</sup> May
- End: 22<sup>nd</sup> July

# OUR SCHOOL DAY

## SCHOOL:

### Start of the school day:

Gates open at 08:35 a.m. and children go onto the playground until 8:45 a.m. The school day begins at 08:45. Registers close at 08:55 a.m.

### Break times:

Morning break	10:30-10:45
Lunch break	12:00 – 13:00
Class 1 afternoon break	2:30-2:45

### End of the school day:

3:15 p.m.

## COLLECTION AT THE END OF THE DAY:

If a parent or carer is going to be late collecting a child, it is vital to let us know as soon as possible.

We understand that sometimes there are unavoidable delays, but it can be distressing for a small child to be left, even for five minutes, after the other children have left. They become anxious that they have been forgotten or that something has happened to the person collecting them.

If there is a change in the collection arrangements, please inform the school office or your child's class teacher. Children are not allowed to leave unless accompanied by a known adult.

# UNIFORM

The Gulworthy family places great emphasis on helping all of our children to learn to soar. Our drive to realising these standards encompasses all aspects of academy life, ranging from teaching and learning, our relationships and how we interact with our community. We believe that wearing the correct uniform is a big part of this. We highly value the support of families in this. It is very important that all clothing is clearly labelled.

## Uniform

- black or grey trousers or shorts
- black or grey skirt or pinafore
- Blue and white checked dress (summer)
- White polo shirt
- Blue sweatshirt or fleece or cardigan
- White, grey or black socks

Footwear should consist of black, flat sensible shoes that support growing feet. Fashion shoes, boots and trainers are not considered to be appropriate footwear in school.

Please remember that jewellery or nail varnish must not be worn to school, but watches are permitted.

Personal electronic devices, including mobile phones and smart watches, are not permitted to be worn or brought into school by pupils unless explicitly agreed for safeguarding or medical reasons.

All children must have an appropriate kit for sports and Forest School. These items may be kept in school in a bag on your child's peg so they are prepared each week.

## Sports Kit:

- Plain black shorts
- White T-Shirt
- Trainers or black slip-on plimsolls
- Plain tracksuit (optional for winter PE sessions)
- PE bag

## Forest School Kit:

- Warm clothes (hats, scarf and gloves in colder weather).
- Water proofs (trousers and overcoat).
- Correctly fitting Wellington or walking boots.
- A water bottle.
- A sunhat and sunscreen (in hotter weather).

## Book Bag:

It is essential your child has a book bag or backpack with them every day. Reading books and some newsletters will be transported daily in this bag between home and school.

# KEY CONTACT DETAILS

Gulworthy Academy,  
Gulworthy,  
Tavistock.  
Devon  
PL19 8JA

- Tel: 01822 600650
- Email: [gulworthy@lapsw.org](mailto:gulworthy@lapsw.org)
- Website: [gulworthy-lap.co.uk](http://gulworthy-lap.co.uk)

# SCHOOL



## INTRODUCTION

The Reception year follows the Early Years Foundation Stage Curriculum to build on children's pre-school experiences, preparing children for the start of the National Curriculum in Year 1.

When children start in our Reception, we support our families by providing information to ensure a smooth transition into school. It is crucial that we build relationships with our families and to do this we endeavour to communicate as much information as we can to support parents with the induction process; including opportunities to visit school to get to know our families better.

If you have any questions at all prior to your child starting school then do please contact the school office.

## ATTENDANCE

The school must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Our Attendance and Absence Policy is available on our website or from the school office.

Please phone the school immediately if your child is unable to attend school. The school strongly discourages any absence during the academic year and the Trustees endorse this.

If it is necessary to collect your child during the school day you must sign your child out at the school office.

Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children.

All requests for absence including medical appointments, must be made by completing a 'Leave of Absence form' as well in advance as possible, of the date of absence. This form is available ON OUR WEBSITE

or from the school office. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences within any six-month period (each morning and afternoon is one session, therefore each day comprises two sessions) a Penalty Notice will be sent to the Local Authority, who issue a penalty notice.

Local Authority Penalty Notice Code of Conduct:  
<https://www.devon.gov.uk/educationandfamilies/school-information/schoolattendance/absence-from-school-penalty-notices/absence-from-school-penalty-noticescode-of-conduct>

## MORNING CLUB & AFTERSCHOOL CLUB

We understand the pressures that working parents have juggling work and school; we offer a Morning Club which welcomes children from 8:00am. It is £2.50 a day. We also run an afterschool club 3:15 p.m. - 5:00 p.m. That is £8 per day, including a snack.

Please book and pay for this service on MCAS our cashless payment app.

## EXTRA-CURRICULAR ACTIVITIES

We run a variety of clubs on a termly basis. Details will be sent out at the beginning of every term.

## EDUCATIONAL VISITS

The curriculum is supported and enriched by a planned schedule of events and outings, and we encourage the children to learn from first-hand experiences. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. We will always notify parents of such trips, and a permission slip will be sent home seeking parent's permission.

There is a residential trip for children in Year 6. We currently go to Barton Hall in Torquay.

## CHARGING FOR ACTIVITIES

We aim to provide activities that build on the subjects of the Early Years Foundation Stage and the National Curriculum and are important to pupils' experiences. The school does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head Teacher, please feel free to make an appointment to do so.

## PLAYTIMES & TOYS

Playtimes are an opportunity for the children to go out into the playground and enjoy playing with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning, so they always need a coat.

Please do not let your child bring in toys from home to the school.

Please note that the academy operates a phone free school day. Mobile phones, smart watches or other personal smart devices should not be brought into school by pupils unless explicitly agreed in advance for safeguarding or medical reasons

## CELEBRATING ACHIEVEMENTS

The achievements that children make within our school are celebrated in a variety of ways, some more formal than others.

These include stickers, Dojo points, Head Teacher awards, P.E. Awards, Reading Awards, Times Table Rockstars and Attendance.

We celebrate our achievements on a Wednesday in the Head Teacher assembly.

## COMMUNICATIONS

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from school to home. We will share information with you about the school, trips, key dates and news. There is a weekly newsletter. Please ensure your contact details are kept up to date to ensure you don't miss anything.

We value our parents and carers contribution to school in many ways and your views and ideas for improvement are welcomed at meetings, as well as through questionnaires and surveys.

We hold three separate consultation meetings during the academic year, each term, and these are an opportunity to discuss your child's progress and targets. Parents and carers will also receive full end of year written reports in the Summer term.

Your class teacher should always be your first point of contact, and we are always happy to meet with parents at other times during the school year should you have a query. Please contact the office for an appointment.

If parents or carers need to contact their child during the school day, this should always be done via the school office. Pupils do not use mobile phones in school.

## DATA PROTECTION

We are committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act.

We need to process certain information about our staff, pupils and other individuals with whom we have a relationship for various purposes to enable us to fulfil our official functions and meet legal requirements.

Visit our website to find out more including the types of data we collect and our lawful basis for processing.



# HEALTHY EATING



# INTRODUCTION

We are committed to giving children the opportunity to make healthy eating choices. The school enjoys all the benefits of in-house catering: delicious meals that are freshly prepared, nutritionally balanced with locally sourced ingredients. We actively promote our school meals and encourage our children to take full advantage of them. As a school, we recognise the commitment to providing healthy food and food education and therefore, through our wider curriculum, we educate the children on the origin and sourcing of food and developing lifelong cooking skills and healthy eating habits.

**WATER:** Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access.

**FRUIT:** As part of the 'Fruit for Schools' scheme the Reception and Key Stage 1 children are offered a piece of fruit each day.

**MILK:** This is available to every child and is free to children under the age of five.

## SCHOOL LUNCHES

All children in Reception, Year 1 and Year 2 are eligible to receive **free school meals** and will be provided with a hot meal of their choice or a packed lunch from our Catering Team.

From Year 3 onwards, children whose parents are in receipt of specific benefits are entitled to free school meals.

You can view the current menus on our website and a copy will be sent home.

If you are not entitled to a free school meal, then a hot meal or packed lunch can be booked and paid for via MCAS.

There's so much we consider when developing a primary school menu – variety, colour, taste and texture are all vital to the success of a dish when it comes to our primary school customers. For the younger ones we use taster portions to encourage them to try something new or different. Once the unfamiliar food becomes recognisable, the children are more likely to expand their food choices.

**PACKED LUNCH:** Children are welcome to bring packed lunches. Please do not include sweets or chocolates.

**TREATS:** As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats, without discussing with the class teachers.

The school understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head Teacher will discuss the needs of these children with parents on an individual basis.

## FREE SCHOOL MEALS

Parents and guardians are encouraged to apply for free school meals when they enrol their child in school as this can also help their child's school to attract additional 'pupil premium' funding to support learning. Please see Registration Form for more information.



## Additional Information

### PARKING AND ROAD SAFETY

We are lucky to have a small car park as well as the road to park. If you manage to get a space in the car park, please ensure you drive in and out slowly. Children will use the car park as an entrance to the field and forest school. Please can I also ask that you don't park on the road just outside the car park entrance. We need vehicles leaving the car park to be able to see up and down the road. Please always park considerately and safely.

### GENERAL SAFETY

**SITE SAFETY:** Please ensure you shut the gates behind you when entering and leaving school.

**DOGS:** Please do not bring dogs onto the school grounds or tie them up near the gate where parents and children are coming in and out.

**JEWELLERY:** In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and accidents can result from earrings, rings and necklaces becoming caught or pulled.

**LONG HAIR:** In the interests of health and safety please could you make sure that if your child's hair is long, it is tied back during the school day.

**SUN SAFETY:** The prime message for children and staff is stay out of the sun as much as possible. Cover up with clothing and hats. Use a high factor sun block.

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

### BEHAVIOUR AND VALUES

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others' roles and responsibilities. We have values which we explore in assembly and every day. These are: truthfulness, compassion, courage, forgiveness, friendship and respect.

### SAFEGUARDING & CHILD PROTECTION

The school has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a child protection policy and procedures. If there are concerns about a child, the school may make a direct referral to the statutory child welfare agencies and/or Social Services.

Please see our Safeguarding & Child Protection Policy for more details. Our Senior Designated Officer for safeguarding is Mrs Sterry. The Deputy Designated Officers are Mrs Tozer and Mr Taylor.

# HEALTH ISSUES

**EMERGENCIES:** It is essential that the school is kept informed of any changes of address or telephone number. Please ensure that the Administrator has a number where a parent or nominated person can be contacted during the day.

If a child is hurt during the day, they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies i.e. plasters etc.



**MEDICINES:** If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete a form from the school office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form.

**Do not send medication into the school in your child's book bag. Throat lozenges, cough sweets, etc. should not be sent into school.**

Please remember to let the office know if there is any change to your child's medication.

**ILLNESS AND ABSENCE:** We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 48 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect.

Please phone the school for each day your child does not come into school.

**HEAD LICE:** Information is available regarding identifying and eradicating headlice. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to school.

**SPARE CLOTHES:** We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.