



MALVIN'S CLOSE ACADEMY



READY
RESPECTFUL
SAFE
KIND

WELCOME

Our school is a friendly, happy, vibrant school located in Blyth. At Malvin's Close, everything we do is rooted in being 'Ready, Respectful, Safe and Kind'. Our youngest children are just three years old and can learn with us all the way up to Year Six (aged 11). We work with our WISE schools very closely to enable us to maximise what we can offer to our children and develop a really strong community spirit.

We have an amazing teaching team and are very proud of how together, with our pupils, parents, governors and staff, we are a community of learners that grow together with the children at the very centre of everything we do. Our curriculum, outdoor provision and teaching is personalised to meet the needs and interests of our pupils and through our wealth of teaching expertise we celebrate all aspects of the National Curriculum with children and in the learning environment. Our caring and supportive ethos is designed with our families at the heart of our thoughts and we aspire for our children to leave us as learners who are motivated to learn more. This continues to grow with the help of our school parliament.

We are a fully inclusive school and welcome families from all backgrounds. We are proud of the support we offer for children with special educational needs and their families. We work closely with external agencies to ensure the best possible support is in place. You are very welcome to contact our SENDCo to discuss this further.

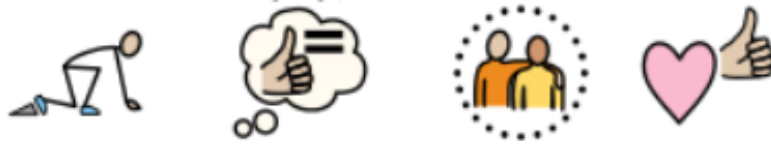
As a community school we offer a range of support including:- a food and clothing bank, community hub (for furniture, bedding etc), on site Citizens Advice Support and we are currently developing a Young Carers Hub, and EAL support. The support services we offer can be accessed by families through our Family Team. Our Family Team is available to help with a wide range of issues, as well as offering Nurture support to children in school. We work closely with a wide range of agencies to ensure our families feel as fully supported as possible by us.

We regularly take advantage of our local talents and business to promote children's aspirations and knowledge of a wide range of careers. We work in partnership with our local schools to promote a wide range of sporting activities and competitions.

Please come and see this for yourself! We welcome visits and enjoy showing off our wonderful school. Please just call our school office and we look forward to hearing from you.



RULES AND VALUES



At Malvin's Close, our rules are READY, RESPECTFUL, SAFE and KIND. This underpins everything that we do in school and how we expect adults and children alike to behave whilst here.

In each classroom, children begin the week on 'GOLD'. Throughout the week they are encouraged to show that they are READY, RESPECTFUL, SAFE and KIND at all times. This may include 'caught being kind' 'wonderful walking' being in a 'legendary line' or using 'marvellous manners'. Those children who are able to show throughout the week that they are READY, RESPECTFUL, SAFE and KIND are invited to GOLDEN TIME on a Friday afternoon!

Each week a STAR of the WEEK is nominated in each class, this will be given to someone who has adhered to our school rules, has made brilliant progress or has just had a really good week! They will be presented with a certificate in assembly to take home with them.

In addition to the school rules, we also have a set of values that we adhere to in all of our learning. They are:

Cooperative

Honest

Ambitious

Resilient

Empathetic

Tolerant.

Each half term we have a whole school focus value which is then linked to a rule and a basic skill. One child from each class who has consistently shown that they display our school values will be the VALUES SUPERSTAR of the half term. They will have their adults invited into school for a special assembly and afternoon tea with the headteacher.



SCHOOL ORGANISATION

Our school is organised as follows:

Early Years Foundation Stage (EYFS)

Nursery - we have funded spaces available for 15 and 30 hours provision. Children can attend morning sessions 08:30-11:30, afternoon sessions 12:30-15:30 or all day 08:30-15:30.

There is one nursery class which is staffed by a teacher and two TAs

Reception - there are two reception classes which are staffed two teachers and two TAs.

EYFS is overseen by an Assistant Headteacher.

Key Stage One (KS1)

Year 1 - there are two year one classes which are staffed two teachers and one TA.

Year 2 - there are two year one classes which are staffed two teachers and one TA.

KS1 is overseen by an Assistant Headteacher.

Key Stage Two (KS2)

Year 3 - there are two year three classes which are staffed two teachers and one TA.

Year 4 - there are two year four classes which are staffed two teachers and one TA.

Year 5 - there are two year five classes which are staffed two teachers and one TA.

Year 6 - there are two year six classes which are staffed two teachers and one TA.

KS2 is overseen by an Assistant Headteacher.

A dedicated speech and language TA works across school supporting children of all ages.

The Headteacher, Deputy Headteacher and SENDCo are non-class based.

The Pastoral team comprises of four members who deliver nurture provision and work to support the families who need it. This team is overseen by a Pastoral Manager.

There is one Site Supervisor who oversees a team of cleaning staff.

There is one Lead Cook in the kitchen who oversees a team of catering assistants.

The office is overseen by the Office Manager who leads two admin assistants.



THE SCHOOL DAY

Breakfast Club:

Breakfast club is available for children from Reception to Year 6.

07:45-08:30 at a cost of £2.00

This takes place in the school hall. A range of cereal, toast, fruit and juice are on offer.

Free Breakfast Club:

Free breakfast club is available for children from Reception to Year 6.

08:30-08:55

This takes place in the school hall. A range of cereal is on offer.

The 'Toast Trolley' is available once class each day on a rota basis.

School doors open at 08:40am. This gives children the opportunity to read with an adult, complete a reading quiz or receive any necessary additional intervention. Children are welcomed into their classroom by a known adult. Adults from the senior leadership and pastoral team are on the doors each morning to welcome children into the building.

Registration is at 08:55am. If you a child arrives after this time, they will be marked as late.

Lessons start promptly at 09:00am.

Reception and KS1 participate in phonics each day from 09:00am-10:00am

KS2 participate in reading lessons each day from 09:00am-10:00am

Throughout this information, you will see how : maths, writing, SPaG (spelling, punctuation and grammar), basic skills, and curriculum subjects are typically timetabled across a two week period.

Throughout the day, children will be involved in interventions to support their learning in addition to their lessons.

The school day ends at 15:30pm each day. A range of after school clubs and boosters are offered to children 3 days per week and are mostly run by school staff.



UNIFORM



These branded items are available from www.border-embroideries.co.uk We also have a range of pre-loved items available in school.

All Early Years children are provided with one free water bottle and school jumper or cardigan when they start school.

School Uniform

EYFS-Year 4

A branded or plain red jumper or cardigan.

A plain white polo shirt

Black or grey trousers, a skirt or shorts.

Plain black shoes or trainers

Year 5 and 6 (UKS2)

A branded or plain red jumper or cardigan.

A plain white shirt

A red tie

Black or grey trousers, a skirt or shorts.

Plain black shoes or trainers

PE Uniform

Children will wear their PE uniform to school once a week

A branded or plain black hoodie or a school jumper

Plain black joggers or shorts

Plain black or white trainers

PLEASE NOTE

No jewellery of any sort is to be worn at any time (except for Religious purposes)

Earring 'stoppers' are not permitted

Children will also need a suitable coat (not leather or denim)



EARLY YEARS FOUNDATION STAGE (EYFS) NURSERY AND RECEPTION

This is the typical timetable for Early Years children. All children participate in Read Write Inc (RWI) phonics sessions each day with a trained member of staff.

During 'basic skills' time in the afternoon, children will also be given child specific interventions to further enhance their progress.

Throughout the year, children will have the opportunity to take part in a range of trips, community visits, memorable experiences and visits from experts.

Where possible, we take advantage of our spacious school site and engage in learning outdoors as much as possible.

The purple highlight indicates one day per fortnight where class teachers are released for APP (Assessment, Planning and Preparation) time. Children are taught the same subject each fortnight by the same APP teacher.

Links to curriculum specific documentation can be found at www.malvinclose.wiseacademies.co.uk

Monday	P H O N I C S	R E H Y M E T I M E	Introduce Continuous Provision	G R O S S M O T O R	Child initiated Group work	M A S T E R I N G M A T H S	S T O R Y	R W I F I N E M O T O R	L U N C H	R E H Y M E T I M E	G R O S S M O T O R	Maths	Child initiated Group work	Snack Story Singing	RE	H O M E T I M E
Tuesday			Literacy		Intervention							Maths	Intervention	Snack Story Singing	PSHE	
Wednesday			Literacy		Outdoors							Maths	Outdoors	Snack Story Singing	Science	
Thursday			Literacy		Provision							Maths	Provision	Snack Story Singing	Music	
Friday			Literacy		PE							Maths	PE	Snack Story Singing	UTW	
Monday	P H O N I C S	R E H Y M E T I M E	Introduce Continuous Provision	G R O S S M O T O R	Child initiated Group work	M A S T E R I N G M A T H S	S T O R Y	R W I F I N E M O T O R	L U N C H	R E H Y M E T I M E	G R O S S M O T O R	Maths	Child initiated Group work	Snack Story Singing	RE	H O M E T I M E
Tuesday			Literacy		Intervention							Maths	Intervention	Snack Story Singing	PSHE	
Wednesday			Literacy		Outdoors							Maths	Outdoors	Snack Story Singing	Science	
Thursday			Literacy		Provision							Maths	Provision	Snack Story Singing	Music	
Friday			Literacy		PE							Maths	PE	Snack Story Singing	UTW	



KEY STAGE 1 (KS1) YEAR 1 AND 2

This is the typical timetable for KS1 children. All children participate in Read Write Inc (RWI) phonics sessions each day with a trained member of staff.

During 'basic skills' time in the afternoon, children will also be given child specific interventions to further enhance their progress.

Throughout the year, children will have the opportunity to take part in a range of trips, community visits, memorable experiences and visits from experts.

Where possible, we take advantage of our spacious school site and engage in learning outdoors as much as possible.

The purple highlight indicates one day per fortnight where class teachers are released for APP (Assessment, Planning and Preparation) time. Children are taught the same subject each fortnight by the same APP teacher.

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Monday	READING	REGISTER	Phonics	Arithmetic	SNACK	BREAK	RE	LUNCH	Basic skills AR/Phonics reading R4P, SPAG, RR, NCETM Maths	Comp	Music	ASSEMBLY	R4P
Tuesday			Phonics	English			Maths		PE- Outdoor	R4P			
Wednesday			Phonics	English			Maths		PE- Indoor	R4P			
Thursday			Phonics	English			Maths		History/Geography	R4P			
Friday			Phonics	English			Maths		Science	GOLDEN TIME			

Monday	READING	REGISTER	Phonics	English	SNACK	BREAK	Maths	LUNCH	Basic skills AR/Phonics reading R4P, SPAG, RR, NCETM Maths	Science	ASSEMBLY	R4P
Tuesday			Phonics	English			Maths		PE- Outdoor	R4P		
Wednesday			Phonics	English			Maths		PE- Indoor	R4P		
Thursday			Phonics	English			Maths		DT/Art	R4P		
Friday			Phonics	English			Maths		PSHE/Book club	GOLDEN TIME		



LOWER KEY STAGE 2 (LKS2) YEAR 3 AND 4

This is the typical timetable for LKS2 children. There is an increased emphasis on the use of Times Tables Rock Stars (TTRS) an online programme which children can access at home and at school. In Year 4, children complete a compulsory Multiplication Check which requires them to recall all multiplication facts to 12 x 12.

From Year 4, children also participate in termly swimming lessons during one of their PE sessions.

During 'basic skills' time in the afternoon, children will also be given child specific interventions to further enhance their progress.

Throughout the year, children will have the opportunity to take part in a range of trips, community visits, memorable experiences and visits from experts.

Where possible, we take advantage of our spacious school site and engage in learning outdoors as much as possible.

The purple highlight indicates one day per fortnight where class teachers are released for APP (Assessment, Planning and Preparation) time. Children are taught the same subject each fortnight by the same APP teacher.

Links to curriculum specific documentation can be found at www.malvinclose.wiseacademies.co.uk

Monday	R E A D I N G	R E G I S T E R	Reading	English	B R E A K	Maths/TTRS	L U N C H	RR and Basic skills	PSHE	PE	A S S E M B L Y	R4P
Tuesday			Reading	English		Maths/TTRS		RR and Basic skills	History/Geography			R4P
Wednesday			Reading	English		Maths/TTRS		RR and Basic skills	PSHE	PE		R4P
Thursday			SPaG	Arithmetic		RE		RR and Basic skills	Comp	Music		R4P
Friday			Spelling	English		Maths/TTRS		RR and Basic skills	Science			R4P

Monday	R E A D I N G	R E G I S T E R	Reading	English	B R E A K	Maths/TTRS	L U N C H	RR and Basic skills	PE	French	A S S E M B L Y	R4P
Tuesday			Reading	English		Maths/TTRS		RR and Basic skills	Art/DT			R4P
Wednesday			Reading	English		Maths/TTRS		RR and Basic skills	French	PE		R4P
Thursday			Reading	English		Maths/TTRS		RR and Basic skills	Science			R4P
Friday			Spelling	English		Maths/TTRS		RR and Basic skills	Book Club			R4P



UPPER KEY STAGE 2 (UKS2) YEAR 5 AND 6

This is the typical timetable for UKS2 children. There is an increased emphasis on reading writing and maths in order to prepare children for their KS2 SATs which take place in the summer term of Year 6. All children continue to access a broad and balanced curriculum throughout the year.

There are many opportunities for children to engage in leadership positions within our School Parliament in Year 5 and 6.

During 'basic skills' time in the afternoon, children will also be given child specific interventions to further enhance their progress. children in these year groups may also be invited to booster sessions after school to embed their learning and receive additional support.

Throughout the year, children will have the opportunity to take part in a range of trips, community visits, memorable experiences and visits from experts.

Where possible, we take advantage of our spacious school site and engage in learning outdoors as much as possible.

The purple highlight indicates one day per fortnight where class teachers are released for APP (Assessment, Planning and Preparation) time. Children are taught the same subject each fortnight by the same APP teacher.

Links to curriculum specific documentation can be found at www.malvinclose.wiseacademies.co.uk

Monday	READING	REGISTER	RR Fin5	Maths	BREAK	Reading	Handwriting/Spelling	LUNCH	Writing		SPaG	ASSEMBLY	R4P
Tuesday			RR Fin5	Maths		Reading	Handwriting/Spelling		Writing		PE		R4P
Wednesday			SPaG	Arithmetic		PE			RR	Art/DT	ColdComp		R4P
Thursday			RR Fin5	Maths		Reading	Handwriting/Spelling		SPaG	Science			R4P
Friday			RR Fin5	Maths		Reading	Handwriting/Spelling		Writing		Arithmetic		R4P

Monday	READING	REGISTER	RR Fin5	Maths	BREAK	Reading	Handwriting/Spelling	LUNCH	Writing		SPaG	ASSEMBLY	R4P
Tuesday			RR Fin5	Maths		Reading	Handwriting/Spelling		Writing		PE		R4P
Wednesday			RR Fin5	Maths		Reading	Handwriting/Spelling		Writing		PE		R4P
Thursday			RR Fin5	Maths		Reading	Handwriting/Spelling		Arithmetic	Science			R4P
Friday			RR Fin5	Maths		Reading	Handwriting/Spelling		Writing		Book Club		R4P

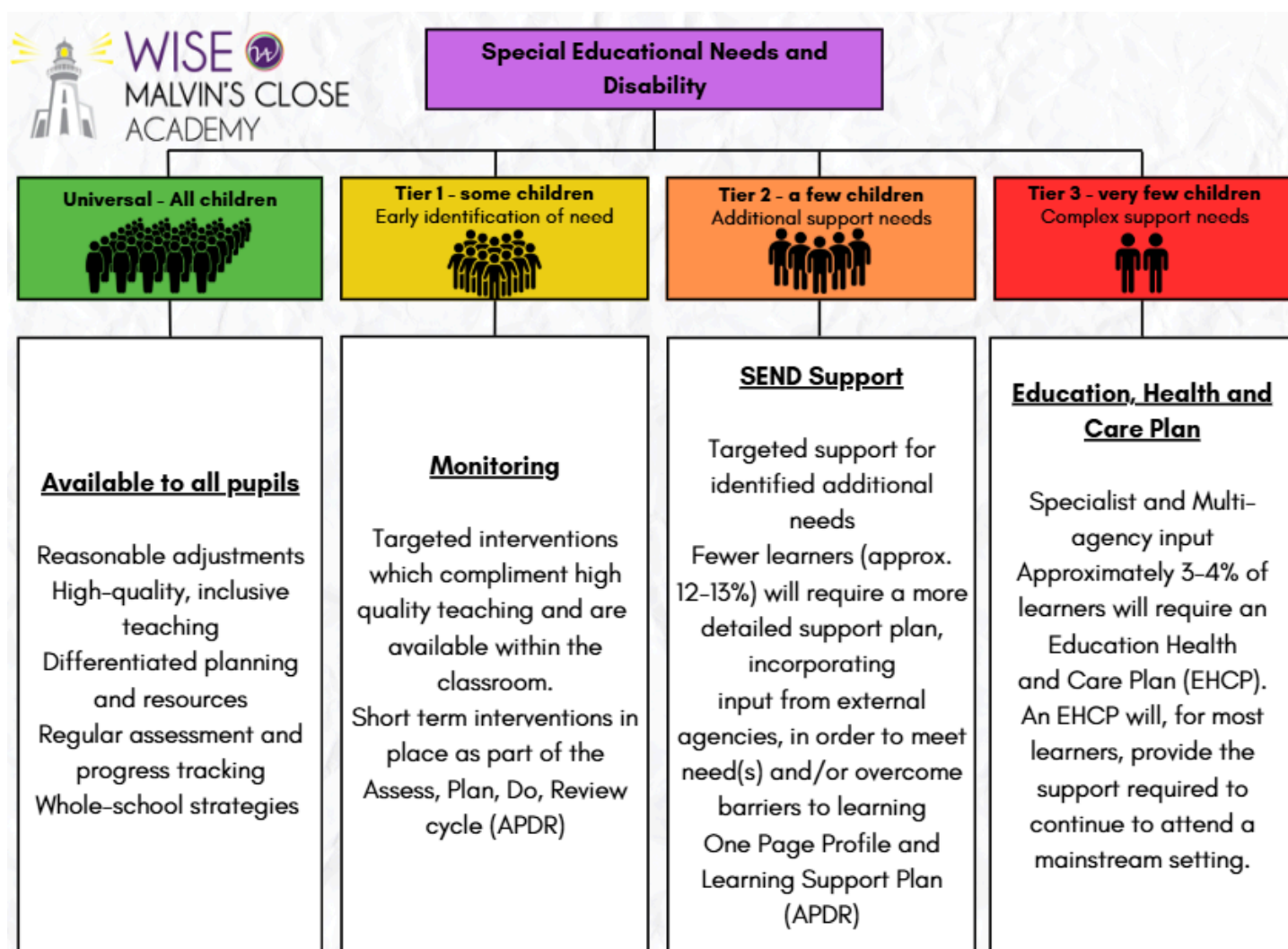


SPECIAL EDUCATIONAL NEEDS

We have a dedicated team who support children with additional needs including a highly experienced and knowledgeable SENDCo, Pastoral support for families, a Speech and Language assistant and two nurture support assistants. Staff are trained to deliver a range of interventions to support children with ADHD, ASD, Social, emotional and mental health difficulties, physical and sensory needs, communication and interaction needs, learning needs.

What are Special Education Needs and Disabilities?

Special Educational Needs and Disabilities (SEND) are additional needs or difficulties with learning which lead to pupils needing extra help with their work. SEND may also lead to pupils' work being prepared in a different way from others to enable them to learn in the way which best suits their needs.



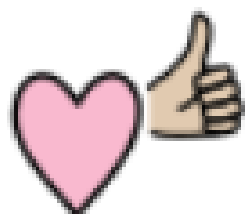
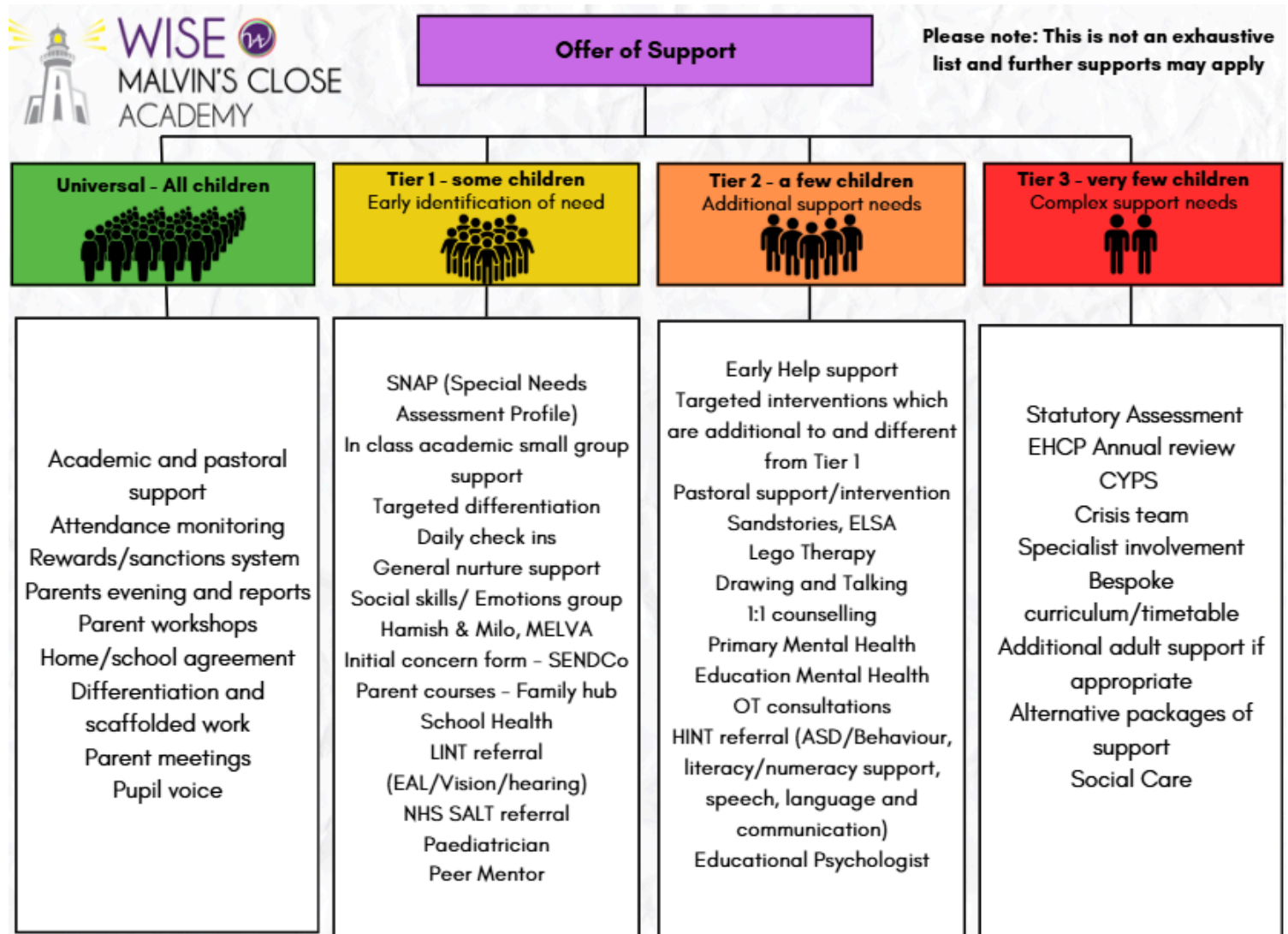
SPECIAL EDUCATIONAL NEEDS

To discuss the needs of your child, please contact:

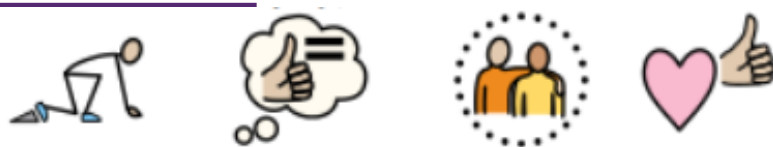
Mrs Quinn (SENDCo)

Mrs Holmes (Headteacher)

Miss Felgate (Pastoral Support)



BEHAVIOUR, REWARDS AND RECOGNITION



In every classroom, you will find a GOLD display. All children will aim to be on gold each day. They can do this by showing staff and children that they are READY, RESPECTFUL, SAFE and KIND at all times. If children are able to remain on gold all week, they are rewarded with class GOLDEN TIME on A Friday afternoon.

In line with WISE Academies policy, we operate a 7-step sanctions ladder with children.



Friendly reminder

S1

Positive reminder from staff member



Warning to improve behaviour before Step 3

S2

Verbal warning from staff



Time out of the classroom to calm and make a better choice

S3

Time Out / Reflection - 2 min, 5 mins, 10 mins - teacher based / Opportunity for Self-Regulation - Last chance (Restoration)

Class teacher to phone home



- Playtime
- Lunchtime
- Go to another class

S4

Loss of their time - Teacher choice - another class, break, lunch

**From this stage parents will be informed and incidents will be formally recorded. Phone calls to parents



Class teacher to phone home

S5



Working in another designated area - Escalating scale half day, full day (Restoration)

Letter to parents - informing of stage.

Where a child has an instance of more than one S5, a behaviour plan will be employed.

A half day or full day out of class with a senior leader
No time with friends



A senior leader will phone home to speak to parents

S6

Suspension - external

Refer to Suspensions and Exclusions Policy (2023)



Time spent at home away from friends and school.

S7

Permanent Exclusion



Not allowed to come back to Malvin's.

- Refer to Suspensions and Exclusions Policy (2023)
- Continued behaviours from S5/S6 despite interventions
- A serious breach or repeated breaches of the behaviour policy where allowing a pupil to remain in school would seriously harm the education or welfare of others such as staff or pupils

BEHAVIOUR, REWARDS AND RECOGNITION

These are just a few examples of how children are regularly recognized and rewarded for many different aspects of school life.

	Daily	Weekly	Half Term	Term	Annually
Attendance	Dojos	Attendance Bear/Trophy/Winopoly board 100% sticker each term - photo on Facebook/Facebook post 100% Attendance 'Hangman'		Autumn - 100% bronze badge Spring - 100% silver badge Summer - 100% gold badge	Trip reward for gold badge holders
Who?	Class Teachers	SLT Lesley Felgate/Laura-Jo Chambers		Lesley Felgate Vikki Robinson	School Parliament Lead Lesley Felgate
How?	A daily attendance dojo	Assembly Each class to have the letters to spell 100% attendance. One will be given when the class has 100% attendance for the week.		Assembly	Trip outside of school in Autumn Term - Into Film
Behaviour	'Wonderful Walking' 'Legendary Line' 'Caught being kind' 'Marvellous Manners' Pad notes Class points Positive Noticing	Star of the week Positive phone calls	Postcards	Outstanding behaviour reward	Class points reward
Who?	Class Teachers	Class Teacher	Phase AHT Deputy Head/Headteacher	Class Teacher	Class Teacher
How?	Ladder trackers in class Class Points (everyone on platinum) dojo Platinum dojos - picture on the display at the office once 100 is reached Pad notes with names written on	Badge and certificate - names on newsletter Phone call	Choose a child and write a post card home.	Assembly - reward pack Parade	Decide at the beginning of the year on what is being worked towards for e.g 100 class points
Excellent work		Proud Cloud	Headteacher certificate		
Who?		Class Teacher	Headteacher		
How?		Selfie with teacher and a piece of work	1 child per class to receive a certificate and badge		

SAFEGUARDING



Safeguarding and promoting the welfare of children is of paramount importance and is everyone's responsibility.

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

The Designated Safeguarding Leads at Malvin's Close Academy are:



Mrs Holmes
Headteacher
1204



Miss Felgate
Pastoral Team
1215



Mrs Campbell
Deputy Headteacher
1203



Mrs McShane
KS1 AHT
1221



Mrs Quinn
SENDCo
1225



Mrs Chambers
KS2 AHT
1232



Mrs Woodhouse
EYFS AHT
1228



Hollie Rankin
Pastoral Team
Manager

SAFEGUARDING



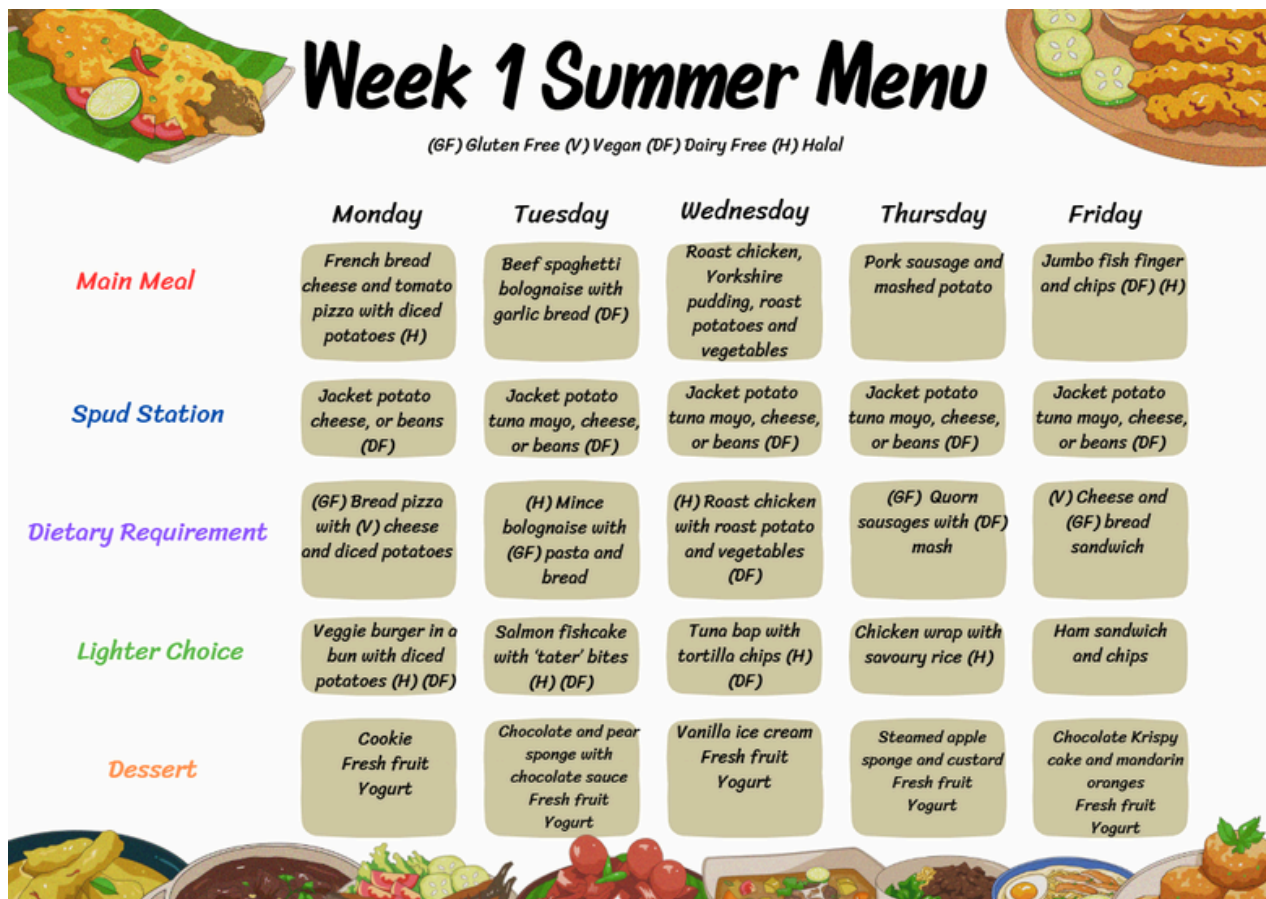
Safeguarding is everyone's responsibility.

If you have a safeguarding concern, please speak to a DSL.



SCHOOL LUNCHES

All children from Nursery to Year 6 are encouraged to have a school lunch each day. We use the ParentPay system so that you are able to book and pay for your child's lunches in advance. A three week cycle of meals is in place each term and all dietary requirements are catered for. Below is an example of a weekly menu. Across the year there are also themed days and menus will reflect any special occasions we are celebrating.



Week 1 Summer Menu

(GF) Gluten Free (V) Vegan (DF) Dairy Free (H) Halal

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	French bread cheese and tomato pizza with diced potatoes (H)	Beef spaghetti bolognese with garlic bread (DF)	Roast chicken, Yorkshire pudding, roast potatoes and vegetables	Pork sausage and mashed potato	Jumbo fish finger and chips (DF) (H)
Spud Station	Jacket potato cheese, or beans (DF)	Jacket potato tuna mayo, cheese, or beans (DF)	Jacket potato tuna mayo, cheese, or beans (DF)	Jacket potato tuna mayo, cheese, or beans (DF)	Jacket potato tuna mayo, cheese, or beans (DF)
Dietary Requirement	(GF) Bread pizza with (V) cheese and diced potatoes	(H) Mince bolognese with (GF) pasta and bread	(H) Roast chicken with roast potato and vegetables (DF)	(GF) Quorn sausages with (DF) mash	(V) Cheese and (GF) bread sandwich
Lighter Choice	Veggie burger in a bun with diced potatoes (H) (DF)	Salmon fishcake with 'tater' bites (H) (DF)	Tuna bap with tortilla chips (H) (DF)	Chicken wrap with savoury rice (H)	Ham sandwich and chips
Dessert	Cookie Fresh fruit Yogurt	Chocolate and pear sponge with chocolate sauce Fresh fruit Yogurt	Vanilla ice cream Fresh fruit Yogurt	Steamed apple sponge and custard Fresh fruit Yogurt	Chocolate Krispy cake and mandarin oranges Fresh fruit Yogurt



ATTENDANCE

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which is a contributes to better mental health and wellbeing.

Attendance at school is crucial to prepare young people for successful transition to adulthood, and to support their longer term economic and social participation in society. (The Education Hub 2025)

We strive for all children to have 100% attendance and those who regularly have outstanding attendance are rewarded for this. Attendance is celebrated on an individual class and school level. Parents are able to monitor their child's attendance using the Scholar Pack app.

We work closely with the Northumberland Education Welfare team and have a dedicated officer who works with our team in school to ensure that support to improve attendance is in place where needed. Members of our school team are available to discuss your child's attendance and address any individual concerns.



