



Civitas Academy

Welcome to families joining

Reception – September 2026



Parent information guide

Always aiming higher



Welcome from our Executive Headteacher Mrs Ducker

Dear Families,

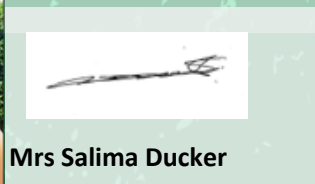
Choosing a school for your child is an important and exciting moment for any family, so I am truly delighted that you are joining our Civitas.

At Civitas, we believe schools are strongest when we work *hand in hand* with families. From the moment children arrive, our priority is that they feel known, valued and safe. We take the time to understand each child as an individual—their interests, their strengths and the things that make them unique.

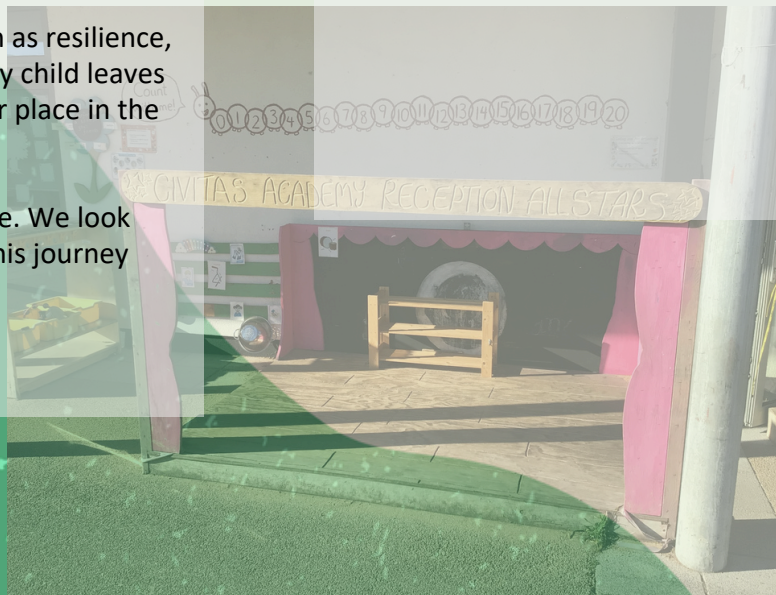
At the heart of our curriculum is a simple but powerful idea: we want children to know who they are, understand where they belong and recognise the difference they can make. Through rich learning experiences and a strong sense of community, we help children develop confidence in themselves, curiosity about the world and a growing understanding of how they can contribute positively to the lives of others.

Alongside strong academic foundations, we nurture qualities such as resilience, kindness, teamwork and independence. Our ambition is that every child leaves Civitas not only successful in their learning, but ready to take their place in the world with confidence and purpose.

Starting school is a special milestone for children and families alike. We look forward to getting to know you and your child and to beginning this journey together.



Mrs Salima Ducker



REACh2 Academy Trust



We're proud to be part of REACh2 Academy Trust—the largest primary-only trust in England, supporting over 60 schools across the country since 2012.

At the heart of REACh2 are its Touchstone values: learning, leadership, enjoyment, inclusion, inspiration, responsibility, and integrity. These aren't just words—they guide everything we do.

REACh2 is a family of schools, working together, learning from one another, and supporting each other to give every child the best start in life. This spirit of collaboration runs through every classroom, staffroom, and playground.

As a REACh2 school, we share in the Trust's mission to provide exceptional education built on strong values and a deep commitment to community.

-  **Integrity**
Being courageously true to our purpose.
-  **Responsibility**
Unwavering commitment to seeing things through.
-  **Inclusion**
Realising the greatness in our difference.
-  **Enjoyment**
Loving what we do.
-  **Inspiration**
Feeling the power of the possible.
-  **Learning**
Creating exceptional opportunities for learning.
-  **Leadership**
Finding the leader in all of us.



Our curriculum

Our Civitas curriculum aims to provide an inclusive and ambitious education that supports children's academic, social and emotional development while promoting curiosity, confidence and collaboration through the ethos 'Hand in Hand We Learn.' The curriculum encourages children to understand themselves, their community and the wider world, developing global citizenship and critical thinking.

In the Early Years, curriculum planning reflects this vision by prioritising the development of **foundational knowledge and skills** that underpin future learning. Teaching focuses on building strong foundations in communication and language, early reading, vocabulary, social development and independence. Learning experiences are developmentally appropriate and connected to children's interests and real-life contexts, supporting engagement through play based and adult-guided activities.

Three key 'golden threads' run throughout the curriculum: **Vocabulary Oracy and Reading**, which support language and literacy development; **Powerful knowledge** which introduces children to important concepts, stories and diverse perspectives; and **Community, Charity and Citizenship**, which helps children develop a sense of belonging and responsibility.

Through carefully sequenced learning and high-quality texts, children develop early knowledge, language and thinking skills, creating strong foundations for future learning and participation in society.

11 Before 11



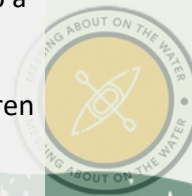
At our school, learning goes far beyond the classroom. We want every child to discover just how much they're capable of—to grow in confidence, build lifelong skills, and realise they can be extraordinary.

As a staff team, we're guided by values like leadership, integrity, enjoyment, and inclusion. These shape how we teach, how we support, and how we inspire.

Through *11 Before 11*, we promise every child 11 memorable adventures during their time with us—from Reception to Year 6. These moments push boundaries, build resilience, and create joyful memories that last a lifetime.

Find out more about 11 Before 11

- At Civitas Academy: <https://civitasacademy.co.uk/curriculum/11-before-11>
- With REACh2: <https://www.reach2.org/11-before-11/>





School Uniforms



For full details on the school uniform, please visit:

<https://civitasacademy.co.uk/parents/uniform>

All children should wear the correct school uniform. The following constitutes Civitas Academy uniform:

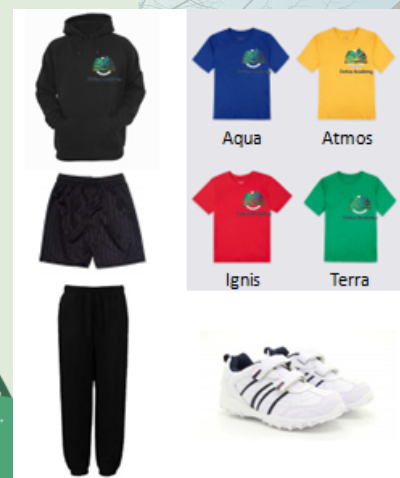
Main uniform:

- Grey skirt/ pinafore/ trousers/shorts
- School jumper/ cardigan
- White shirt/ polo shirt
- Black shoes



PE Kit:

- Black shorts/track suit bottoms
- School house PE T-shirt or house coloured PE T-shirt/plain white t-shirt
- School or plain black hoodie
- Trainers



How do we communicate with our families?



The main communication channels for our families are:

Weekly Newsletter—our weekly newsletter is sent out on Fridays and contains updates from across the school

Email— office@civitasacademy.co.uk—we send school communications twice a week on a Tuesday and Thursday

School website—we post information across the website as well as maintain the school events calendar on the school website.

Instagram—we will post updates and information on our Instagram page

Please read our communication policy for details on how we use these contact channels





School Lunches and Healthy Eating



School lunches are provided by an external provider, and meals can be booked in advance online. The School dinner menu is available on [our school website](#). If your child has allergies, we will discuss these with you and your child will be provided allergy free versions of the meal choices.

Families choosing to send a packed lunch should ensure it is a balanced and nutritious meal; helpful guidance can be found hereon the hand resource created by [Food For Life](#)

We are a NUT FREE school

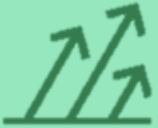
Please remember that no nuts or nut products are permitted in school due to serious allergies amongst both staff and children.

Thank you for supporting a safe and healthy lunchtime environment for all pupils.

Universal Infants School Meals

Under current legislation, all children in Reception though to Year 2 can receive a free school meal. We strongly recommend that families take up this offer, as this can save families time and money.

Wrap Around Care



We understand that there are many families who need additional childcare for many reasons and to support this, we have available both Breakfast and After school clubs.

The school is supported by an external provider called Go Beanies. All bookings for any sessions are made directly through them.

If you would like to register with GO Beanies, then please let the office team know and they will be able to send out the necessary information.

Operation times:

- Breakfast club—8.00am—8.45am
- After school club—3.15pm—5.45pm

With both clubs the Go Beanies staff will make sure your child is either collected from or dropped off with your child's class.



Pupil Premium Eligible Children

Children in receipt of Pupil Premium will also receive a discount on the services provided by GO Beanies



Attendance

Why Attendance Matters

Every day in school counts. Good attendance gives your child the best chance to succeed—not just academically, but socially and emotionally too.

Here's why being in school matters:

- To learn and achieve
- To make friends and have fun
- To build confidence and independence
- To develop respect and understanding of others
- To prepare for life and future opportunities

How You Can Help

- Set a calm, consistent morning and evening routine
- Make sure your child attends every day and follows school expectations
- Aim for punctuality—being late adds up
- Book medical and dental appointments outside of school time where possible
- Let us know straight away if your child is unwell
- Avoid term-time holidays
- Talk to your child about school and show interest in their learning
- Celebrate effort and success, no matter how small
- Come along to parent evenings and school events
- Work with us if any concerns arise—we're here to help

Our website holds the school's Attendance, Absence and Punctuality policy

Please also visit the [attendance and punctuality page](#) on our website for more information

The School Day



Drop off and collection is completed through the main gates located on Hodsoll Road

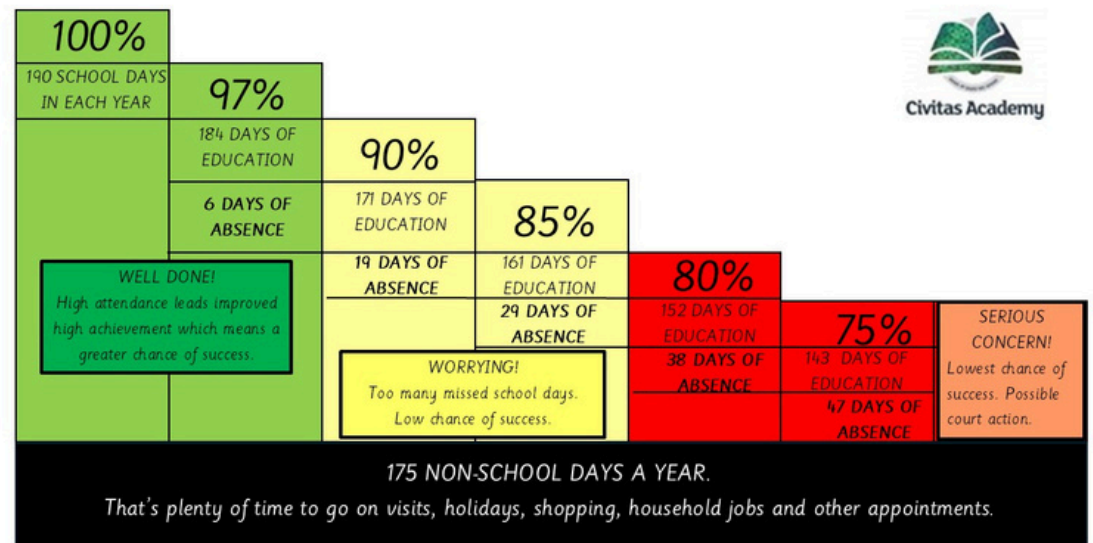
Drop off:

The school gates will open in the morning at **8:40am** and close at **8:55am**. Parents wish their children a good day at the gate and children enter the school.

Collection:

The school gates open at **3:15pm** and children are dismissed on the playground from outside of their classroom. Reception and Key Stage 1 are dismissed 1st at 3:15pm, followed by Key Stage 2 at 3:25pm.

Children who are dropped off or collected after the gates have closed will have to be collected through the school office and signed in/out with a valid reason for lateness.





Behaviour

Civitas Academy has 3 rules for behaviour:

- “ Be **ready** ”
- “ Be **respectful** ”
- “ Be **safe** ”

This provides a simple, clear and consistent approach to behaviour for the school, its pupils, their families and staff.

All parents and carers are expected to:

- Support the school in its application of the Behaviour Policy;
- Talk to their children about the school’s expectations of work and behaviour;
- Encourage children to discuss problems;
- Attend parents’ evening and communicate with the school any concerns or issues which may affect their child’s behaviour or learning.

We would advise you to read the following policies regarding behaviour:

- Anti-Bullying
- Behaviour
- Safeguarding policy

5	<p>I AM READY TO EXPLODE!</p> <p>I want to hit someone or something or throw something. I need a different place or need an adult to help me go to a safe place to calm down.</p> 
4	<p>I AM GETTING TOO ANGRY!</p> <p>I need to take a break or talk. My brain isn't working clearly. I might say or do something that I will be sorry for later. I need a safe space to calm down.</p> 
3	<p>I AM GETTING IRRITATED.</p> <p>I just need some space or quiet time. I need to walk away from a bad situation. I will tell my teacher that I need to take a break to calm down.</p> 
2	<p>I AM DOING OKAY.</p> <p>I'm not pleased but I'm not upset. I can stay where I am and continue working. I can control my anger by myself. I am doing okay.</p> 
1	<p>I AM DOING GREAT!</p> <p>I feel good about myself and about what is going on around me. I feel positive and I am enjoying myself!</p> 

5 point scale used for check ins and to help children identify how they are feeling

School Governance

Could this be you?

School governors are volunteers from our community who help support and challenge the school so every child can thrive. Working with leaders, governors help shape the school’s direction, ask thoughtful questions and ensure the best interests of pupils remain at the heart of decision-making.

You don’t need to work in education. Our governors come from many walks of life and use their professional skills, experience and perspectives to make a positive difference.

Governance is a rewarding way to contribute to your local community, support school leaders and see the impact on children’s lives.

If you care about education and would like to use your skills for something that really matters, governance could be for you.



Pupil Premium

Pupil Premium is extra funding given to schools by the government to help children who may need additional support. It is provided for pupils who are eligible for free school meals, have been eligible in the past six years, are in care, or have parents serving in the armed forces. Schools use this money to offer targeted help such as small-group teaching, academic interventions, pastoral support, or access to enrichment activities.

The purpose of Pupil Premium is to ensure that all children, regardless of their background, can make good progress and achieve well. Schools must explain how they spend the funding and show the positive difference it makes to pupils' learning and wellbeing.

We ask for the information needed within the school admission form and do regular checks to confirm pupil premium status. If at any time your situation changes then please let the school office know and then will complete the checks and advise you of the outcome.

Emergency Contact Details

When completing your admissions form you will be asked to provide emergency contact information. We will need details for parent/carer(s) and if you have a family member or friend that can be contacted if we are unable to reach you. **For each emergency contact we need:**

Full name
Relationship
Contact number

Accidents, First Aid and Medication



Please make sure you take the time to the **Pupils with Medical Conditions and Administration of Medicines** policy on the school website. This policy will provide you with details of school processes for care of and issuing medications for your children.

If there is a need for first aid then this will be completed by a first aid trained member of the team and will be logged using Medical Tracker, where a notification will be sent to you by email. If there has been a head-bump we will call you to let you know what has happened.

Where possible we would advise that all medications are given around school hours. In the event this is not possible then we will be able to issue prescribed medication, we ask the medicine be provided with the prescription label and will ask that you complete a medication form.

Medical conditions

If you child has any allergies or medical conditions, please notify the school as soon as possible and we will support you and your child, ensuring they have a full and safe school experience based on their needs.



Meet the team



Miss Hoke
Reception class teacher
Phase Lead



Mrs Mortimer
Reception class teacher



Miss Green
Reception class teacher



Miss Ryan
Early Years Practitioner



Mr Fitzpatrick
PE teacher



Mr Khaliq
PE HLTA



Mrs Ducker
Executive Headteacher



Mrs Frain
Head of School



Mrs Harcourt
Deputy Headteacher



Mrs Skelton
SENDCo



Mr Wall
ASFLO



Working together

We believe children thrive when school and home work in partnership. That's why we aim to create a welcoming, open environment where parents feel part of school life and know they can speak with us at any time.

We'll keep you updated through regular newsletters, letters home, and a text messaging service for key reminders. Do check your child's bag—those paper notes can be sneaky!

You'll be invited to parent coffee mornings and tea afternoons where we share updates and invite your questions, ideas, and feedback. Alongside Parent Consultations, our teachers and SENCO/Inclusion Lead are also available to discuss your child's progress. While we try to be flexible, it's sometimes best to book ahead.

Our Family and School Partnership shares out how we'll work together to support your child's journey—academically, socially, and emotionally. We love welcoming parents into school life. Whether it's helping with reading or creative activities, your time and talents are always appreciated.

You'll also be invited to school productions and class assemblies. These moments help children grow in confidence—and it's a joy to celebrate their efforts with you.

Quick Links



You can access key information by following these links

- EYFS Transition information: <https://civitasacademy.co.uk/essential-information/admissions/reception-intake-2026>
- Policies: <https://civitasacademy.co.uk/essential-information/policies>
- School Attendance: <https://civitasacademy.co.uk/parents/attendance>
- Lunches and Free School Meals: <https://civitasacademy.co.uk/parents/lunch-menu>
- School Uniform: <https://civitasacademy.co.uk/parents/uniform>
- Wrap Around Care: <https://civitasacademy.co.uk/parents/breakfast-and-after-school-club>
- Term Dates: <https://civitasacademy.co.uk/school-life/termdates>
- School Calendar: <https://civitasacademy.co.uk/calendar>

One last thing...

Thank you for taking the time to read through this pack. We hope it's answered your questions and helped you feel more at ease as you and your child begin this new chapter.

We're here to walk alongside you every step of the way. If you ever need support, guidance, or just a friendly chat, our door is always open.

We cannot wait to welcome you properly into our school family.

How you can contact us:

Email: office@civitasacademy.co.uk

Telephone: 0118 467 6720

Webform: <https://civitasacademy.co.uk/contact>