



Leigh Church of England Academy
Aim ever higher

PARENTS & CARERS HANDBOOK

2026-2027

Leigh Church of England Academy
Plantshill Crescent
Tile Hill
Coventry
CV4 9RQ

Telephone: 02476464475
Email: school.office@leigh.covmat.org
Website: leigh.covmat.org

Head of School: Mrs S Tyrell
Executive Head: Mrs L Lee
Chair of Governors: Mrs S Clayden

For all enquiries or comments, please contact the academy office



**The Diocese of Coventry
Multi Academy Trust**
Together, pursuing life in all its fullness

HEAD TEACHER WELCOME

Thank for choosing Leigh Church of England Academy.

We look forward to welcoming you and working with you on the next step in your child's education.

Leigh Church of England Academy prides itself on its Christian ethos, where everyone is valued and encouraged to learn, grow and develop within a stimulating, fun and safe environment.

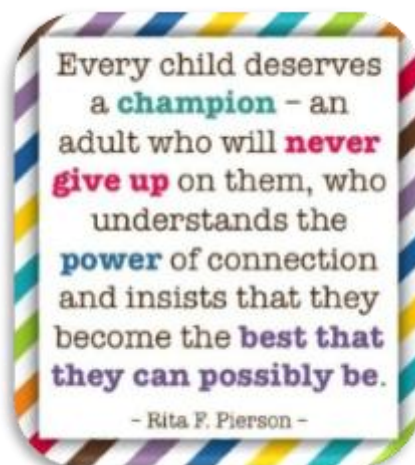
The academy has a real family feel, where all staff have the children at the heart of everything they do and as a result our children are happy, respectful, responsible and ready to learn.

Leigh is an open and welcoming academy where we value the strong links we establish with parents, carers, the church and the wider community. This enables us to all work together to meet the needs of the children.

We have high expectations of and for our children and ourselves. Our curriculum has been developed to engage the children through a passion for learning, where talents are nurtured, and all children experience success whilst striving to reach their full potential.

All the staff look forward to meeting you and celebrating your child's achievements as they progress through our academy.

Mrs S Tyrell
Head of School



STAFF

Executive Head Teacher

Mrs Lee

Senior Leadership Team

Mrs Tyrell Head of School / SENDCO
Mr Odell Assistant Head Teacher / Curriculum lead
Mrs Bickerton-White Designated Safeguarding Lead / Integrated family support

School Office

Mrs Kelly Operations Administrator
Mr Walton Academy Business Manager

Support Staff

Mrs Goddard Learning Mentor / Safeguarding
Miss Cadden Inclusion Assistant
Fitt4Kids Sports Coaches
Mrs Bennett Leadership Cover
Mrs Entwistle HLTA/PSHE Champion

EYFS

Nursery

Mrs Magnall Teacher
Miss Bennett Learning Support 3 days
Miss Munro Learning Support 2 days

Reception

Mrs Miskin Teacher / EYFS Champion
Mrs Kirk Teacher
Mrs Sullivan Learning Support

KS1

Year 1

Miss Healy Teacher
Miss Seleri Learning Support

Year 2

Mrs Askew Teacher / Phonics & Reading champion
Miss Timms Learning Support

KS2

Year 3

Miss Moten Teacher
Miss Brooks Learning Support

Year 4

Mr Millett Teacher
Miss Jewess Learning Support

Year 5

Mrs Mole Teacher
Miss Thompson Learning Support

Year 6

Mr Odell Teacher/ Maths champion
Mrs Bailey Learning Support

SEN Support

Mrs Farren Learning Support SEND
Miss Bates Learning Support SEND
Mrs Morris Learning Support SEND

Premises

Mr Malone Site Service Officer
Mr Brown School Cook
Mrs Boyce Wraparound Leader / Cleaner / Lunchtime Supervisor
Mrs Munro Wraparound / Lunchtime Supervisor
Miss Thompson Wraparound / Lunchtime Supervisor / Learning Support
Miss Smith Lunchtime Supervisor

SCHOOL VISION

As a Church of England Academy, our vision is to provide an education of depth and quality within a Christian ethos provided in a safe and secure, nurturing, and aspirational environment so that our children can be the best they can be in all aspects of their development.

Our school motto underpins our vision and all aspects of school life:

AIM EVER HIGHER

Together we learn and grow.

Growing together in love and learning, we aim ever rooted and inspired by the teachings of Jesus.

And draws inspiration from:

'I can do all this through him who gives me strength.' Philippians 4:13

How will we do this?

We will enable every child and adult to know that they are loved, unique and special - loved and cherished by God; valued and accepted into the Leigh family; important and special in God's plan.

As part of our Christian service, we will nurture the well-being of all members of the Leigh community, so that we have a deep sense of self-worth and a respectful and compassionate regard for each other.

We will create a 'Living Well Together' ethos where we promote values such as forgiveness, friendship, and trust so that our children grow into caring and responsible global citizens for the 21st Century.

We will put mutual respect, dignity, and integrity at the heart of our work and ensure that we are all valued equally as God's children, so that our children appreciate diversity and develop a keen sense of social justice.

We will enable our school community to grow and flourish in a secure and stable environment, where there is inclusive provision and family values, so that our children are able to live well together, reflect upon their actions and make wise choices.

We will help our children to achieve their potential in all areas of life by developing in them qualities of gratitude, resilience, aspiration, and hope for the future.

We will nurture wisdom through a balanced and enriched curriculum so that our children become religiously literate and spiritually mature.

CHRISTIAN VALUES

At Leigh, Christian values are at the heart of everything we do because we believe these values are principles that guide our lives. Our values are addressed and promoted through everything we do – Collective Worship, Religious Education, the curriculum and through all areas of school life.

We provide a secure environment where everyone is encouraged to flourish and to be the best we can be.

We model and practise these values to empower individuals to be effective learners and valuable global citizens.

We are using the Roots and Fruits Programme covering 12 Christian Values over 2 years.

Each half term we focus on a value. We learn to understand what the value looks like and how we can demonstrate the value in the way we behave, in our attitude towards each other and in our learning.

Parents and carers are encouraged to develop the value at home.

YEAR A	YEAR B
Generosity	Thankfulness
Compassion	Trust
Courage	Perseverance
Forgiveness	Justice
Friendship	Service
Respect	Truthfulness
Underpinning these values are the 4 key aims of the Church of England's vision for education: Wisdom, Hope, Community, Dignity	

ACADEMY RULES

Pupils, Parents and Staff are all expected to follow the academy rules

Be ready

We are ready to listen, learn and communicate.

Be responsible

We are responsible for our words, choices and actions.

Be respectful

We are respectful of ourselves, others and our environment.

Following these rules enables us all to aim ever higher and flourish.

Our full behaviour policy can be found on our [academy website](#) including a one-page-guide for parents.

ACHIEVEMENTS AND CELEBRATIONS

Fridays are our Celebration Assemblies, where we celebrate the achievements of the week and families are encouraged to attend and celebrate with us.

Every Friday each Teacher will choose one child from their class to receive the Aim Ever Higher Certificate for something that they have stood out for that week.



Our PSHE Teacher will choose one child for a PSHE Certificate.



Our PE Coach will award a child a PE Certificate.



Our Learning Mentor will choose one child to receive a Nurture Certificate.



On your child's first day, they will be placed in a house group, siblings will be put into the same house group: -

ST MATTHEW
ST MARK
ST LUKE
ST JOHN

SCHOOL DAY

Reception to Year 6

8:45am - Registration
9:00 am - Learning starts.
10:30am or 10.45 - Morning break is 15 minutes for KS1 & 2
11:30am - 12:20 - EYFS Lunchtime
12:00pm – 1:00pm - KS1 & 2 Lunchtime
1pm Afternoon Registration
1pm – 1:20pm Daily Worship
3:15pm – 3:30pm End of the school day

Nursery

8.30am – 11.30am Morning Session
11.30am – 12.30pm Lunchtime Session (£5 per day)
12.30pm – 3: 15/3.30pm Afternoon Session

Drop Off

- 8.30am - Nursery children and siblings - Plants Hill Crescent gate.
- 8.45 am - KS1 and siblings – Plants Hill Crescent gate.
- 8.45 am - KS2 – Torrington Avenue Gate.
- 11.30am or 12.30am - Nursery - Plants Hill Crescent side gate

Pick Up

All families must arrive through the Plants Hill Crescent gate, you can exit through both gates.

- 11.30 am Nursery morning session pick up - Plants Hill Crescent side gate.
- 3.15pm - Nursery & KS1 with no KS2 siblings – Plants Hill Crescent gate
- 3.30pm - Nursery, KS1 with KS2 siblings & KS2 children – Plants Hill Crescent gate

Staff are available on both gates at the start and end of the day and on the playgrounds. The main role of the staff during this time is Safeguarding and to welcome and settle the pupils.

Bikes and scooters must not be ridden on the playground and need to be walked from the gate to the storage area.

The car park is not for parents/carers parking, please park on Torrington Avenue or Plants Hill Crescent. Alternatively, please walk when you can. Remember to be always mindful of our neighbours when parking.

If you require any adapted arrangements for drop off and pick up, you must speak to a member of the senior leadership team, and we will discuss these with you.

LUNCHTIME

School meals

Our academy meals are cooked fresh daily by Caterlink UK Ltd, our head chef is Mr. Brown.

We have a three-week menu; the children choose their meals daily. A menu is enclosed in the pack.

If there is a meal option a child does not like, a jacket potato can be provided for them.

If your child has an allergy to food or a special dietary, please complete the Caterlink form.



All children in Reception, Year 1 and Year 2 are entitled to free school meals under the Government Scheme, Universal Free School Meals.

If you are receiving benefits, your child may be entitled to free school meals, this is different to the Universal Free School meal and should be claimed for. A claim form is enclosed in the starter pack, please complete, and return to the academy office, the Operations Administrator will apply on your behalf.

IF YOU THINK YOU ARE ELIGIBLE, PLEASE COMPLETE THIS FORM EVEN IF YOUR CHILD HAS INFANT FREE MEALS. This enables to academy to benefit from valuable funding from the government.

Academy meals are £2.80 per day.

Packed lunches

- Lunch boxes must be named.
- No fizzy drinks or glass bottles
- No fast food/ takeaways
- No flasks with hot contents
- No sweets or chocolate (chocolate from the biscuit aisle is acceptable)
- WE HAVE A NO NUTS POLICY DUE TO SEVERE ALLERGIES

Free fruit is available every playtime.

Water is always available.

ACADEMY UNIFORM

The only acceptable jewellery is a plain stud in each ear. Pupils will be asked to remove any rings, necklaces, bracelets and dangly/ hooped earrings, and these will be kept in the office until the end of the school day.

Winter Uniform

Black skirt
Long black trousers
Green Leigh Sweatshirt/Cardigan
White shirt and tie
White polo shirt
White or black socks
Black tights

Summer Uniform

Green & White Summer dress
White or black socks
White polo shirt
Black shorts

All children must wear sensible plain black shoes.

For Nursery, only a green Leigh Sweatshirt or Cardigan is compulsory, a change of clothes is also recommended.

PE KIT FOR ALL CHILDREN (PE kit is optional for Nursery children)

Bottle green t-shirt with Leigh logo
Black hoodie
Black Joggers
Plain Black plimsolls/trainers

On the day of their PE session, children should come to the academy in their PE kit and will go home in their PE kit.

Tuesday	Wednesday	Thursday	Friday
Year 1 Year 2	Year 3 Year 4	Nursery Reception	Year 5 Year 6 Year 4 – swimming lessons

All uniform and PE Kit must be named.

UNIFORM & PE KIT PROVIDERS

Cat Ballou Original Ltd

www.catballou.co.uk

1-3 The Burges
Coventry
CV1 1HN

Tel: 02476555499

Email: sales@catballou.co.uk

Brigade Clothing Limited

www.brigade.uk.com

Torrington Avenue
Tile Hill
Coventry
CV4 9US

Tel: 02476421083

Email: sales@brigade.uk.com

COMMUNICATION, POLICIES AND PROCEDURES

At Leigh we value working in partnership with parents and carers to meet children's needs. Staff are available as follows:

Senior Leaders and SENCO – on the school gate in the morning and afternoon for brief conversations and for sharing messages.

Class Teachers – at classroom doors in the afternoon for brief conversations and for sharing messages.

School Office – available in person, via email or by phone for messages about attendance, appointments, after school club queries, medication, lunches and MCAS queries.

Inclusion team (Mrs Goddard and Miss Cadden) – on the school gate or in nurture in the morning and afternoon for brief conversations and for sharing messages.

If you require a longer conversation with a member of staff, please go to the school office to make an appointment.

Parents/Carers are expected to:

- Read the newsletter each week which contains lots of information about up-coming events in the academy.
- Read and follow academy policies and procedures – these can be found on our [academy website](#).
- Attend any arranged meetings and engage in open and honest conversations
- Share information about home life which may impact a child at school
- Be respectful when communicating with staff
- Uphold the academy behaviour rules of being ready, respectful and responsible.

ATTENDANCE

Regular attendance and good punctuality is vital for a child's academic and social success. Parents are responsible for the attendance of their child – we must aim for the highest possible attendance. The academy attendance target is 97%.

Parents must:

- Ensure that their child attends school and arrives on time and ready to learn (**8.30am for Nursery and their siblings; 8.45am for all other pupils; Gates and registers close at 9am**)
- Inform that academy immediately of the reason for any absence via telephone or email.
- Book non-urgent appointments outside of academy hours
- Take holidays only during school holidays.

Our full Attendance policy is available on our website [Attendance | Leigh Church of England Academy](#)

ACCOUNT BALANCES

Any paid for services such as nursery, wraparound, school meals etc are expected to be paid for in advance.

If an MCAS account goes into debt, we will follow our Account Balance T&Cs, and then our Debt Recovery Policy if needed.

[Leigh Account Balance T&Cs](#)

APPS AND FORMS OF COMMUNICATION

Website

Class pictures, school policies and all school information is available on our school website <http://www.leigh.covmat.org>



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[About Us](#) | [Calendar](#) | [News](#) | [Key Information](#) | [School Life](#) | [Multi Academy Trust](#) | [Log In](#)

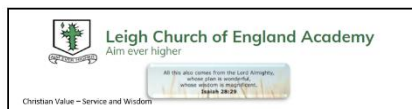
Emails

To save paperwork and to ensure you receive letters, important information, newsletters etc, we will email all correspondence to an email address of your choice. Emails will come from school.office@leigh.covmat.org



Newsletter

Our weekly newsletter is available every Friday and will be sent to you via MCAS, and uploaded to our website.



Facebook

Please follow our Leigh Church of England Academy page



Leigh Church of England Academy

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MCAS (My Child at School)



We use MCAS as our primary method of contact via email. To ensure you don't miss out on any important information or updates, we kindly ask everyone to be registered and regularly checking the platform.

It is imperative that all parents and carers sign up and activate their MCAS account as soon as possible, as the majority of our administrative functions will now be managed through this system. These include:

- Data collection and consent forms (ensuring we have the most up to date information for you and your child)
- Parents' Evening bookings
- Payments for trips, clubs, and school dinners
- General communications and updates

We will send out a 'Password Reset' email once your child starts with us. You should then be able to click this link to set up a password and it is as easy as that.

We also have a contactless card payment machine in the school office if this is needed.



WRAPAROUND CLUB

We offer Breakfast Club and After School every day. Our Wraparound staff are Mrs Boyce, Mrs Munro and Miss Thompson.

Bookings must be made on MCAS, 5 days in advance.

To contact the wraparound staff:-

wraparound@leigh.covmat.org

07840649216

BREAKFAST CLUB

7:30am – 8:45am - £5.00 per day

AFTERSCHOOL CLUB

3:30pm – 4:30pm - £5.00 per day

3:30pm – 5.30pm – snack included - £8.00 per day

3.30pm – 6pm snack included - £12.00 per day

Payment paid via MCAS/Card Machine

