

# Dovedale Primary School

## School Prospectus 2016-17



Aiming High Together



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Our Vision is:



Aiming High Together

Our contact details are:

Dovedale Primary School,  
Dovedale Avenue,  
Long Eaton,  
Nottingham.  
NG10 3HU

Telephone: 0115 9735984

Email: [info@dovedale.derbyshire.sch.uk](mailto:info@dovedale.derbyshire.sch.uk)

## The Dovedale Team

Jeannie Haigh - Headteacher

Matthew Davies and Louise Tomlinson - Assistant Head teachers

Judith Slater - School Administrator

Helen Wilson - Office Support

Terry Wallace - Chair of Governors

<b>Teacher</b>	<b>Year Group</b>	<b>Curriculum Responsibility</b>
Lucy Robinson	FS2	EYFS leader
Jo Martin	FS2	SENCo / Music
Georgia Hardaker	Year 1	Geography
Gemma Standring	Year 1	P.E
Louise Tomlinson - Job Share	Year 2	Assistant headteacher, KS1 Numeracy / KS1 Leader
Jessica Potter - Job Share	Year 2	KS1 Literacy
Mikaela Norton	Year 2	KS1 Phase leader, KS1 Art
Emma Barrett	Year 3	History
Karen Cholerton - Job Share	Year 3	Lower KS2 Phase leader, R.E / PSHE
Lisa St.Denis	Year 3	KS2 Literacy
Daniel Almeida	Year 4	NQT
Lorna O'Dowd	Year 4	P.E
Jack McCarthy	Year 5	NQT
Jo Aldis	Year 5 /6	Upper KS2 Phase leader, KS2 Numeracy, Behaviour lead
Matt Davies	Year 6	Assistant head, I.T / Assessment, MFL
Ceri Shahrokhshahi	Year 6	
Sandy Biddles	PPA cover	KS2 Art
Julie McGowan	PPA cover	Science
Jeannie Haigh	Head	

<b>Teaching Assistants</b>	<b>Mid-day Supervisors</b>	<b>Cleaning/ Kitchen Staff</b>
Zoe Gunnell	Liz Kerry	John Pichfork
Lisa Haywood	Carole Brace	Christine Walton
Sharon Halford	Nicola Dickinson	Deborah Sturton
Glenda Sedgewick	Lisa Salt	Ann Russell
Janette Edwards	Elaine Green	
Laura Mercer	Lynda Simms	Jean Tooley
Louise Homer	Brenda Hyman	Deborah Sturton
Zoe Styring	Katie White	Sharon Milburn
Justine Mather	Sarah Middleton-Woolley	Elaine George
Donna Kinderman	Ann Russell	Nicola Smith
Samantha Henson	Louise Stevenson	
Richard Ward	Katie Clarke	I.T. Technician Jack Swannick
	Maria Elliott	

## Daily Organisation

### The school day

**Mornings:** 09.00 12.30 Juniors

09.00 11.50 Infants

**Afternoons:** 12.55 - 3.15 Infants

1.30 - 3.15 Juniors

The school gates open at 08.50 and children should go straight to their classrooms.

### Arriving in School

Children can enter school once the gates are opened by staff at 8.50. Children walk to classrooms where staff are waiting. Children should not arrive at school before this time unless they are engaged in an activity with a teacher.



## Pupils' Uniform

We pride ourselves on the high standard of dress at Dovedale. Our recommended form of clothing includes a special Dovedale Sweatshirt. These high quality, serviceable garments are bright red with a black logo and are available from school.

In order to maintain our high standard we consider Bermuda shorts, jeans, denim jackets, highly coloured track, jogging or shell suits unsuitable for school. We believe that high standards of dress make a positive contribution to overall discipline in the school.

**FOR MORE DETAILS ABOUT SCHOOL SWEATSHIRTS SEE  
MRS SLATER IN THE OFFICE.**

Our dress code, endorsed by the Governing body, is:

### **ALL YEAR**

- a) Plain trousers and skirts in grey or black.
- b) White shirts, blouses or T-shirts.
- c) Sweatshirts, jumpers and cardigans in red or grey.
- d) Plain black, sensible shoes with little or no **heel**.

### **SUMMER**

Plain shorts, trousers, T-shirts, dress and skirts based on school colours (red, grey).  
Shoes as above.

## Important Reminder

As you are well aware, children are very good at losing their clothes and red shirts all look the same. With this in mind, we would ask that all items of clothing are clearly marked with your child's name. This applies particularly to such things as anoraks, pullovers, cardigans, ties, wellingtons, plimsolls and P.E. vests, sweatshirts.



## Earrings

The school has a strict policy on the wearing of jewellery. The decision was made following a review of health and safety in school and the increasing number of injuries and missed P.E lessons due to pupils being unable to remove earrings or tape them up. Earrings, necklaces and bangles provide no educational benefit and do not aid learning; they are purely a fashion statement and as a consequence

they have no place within an educational setting. If a child has had their ears recently pierced they should be covered in tape at all times in school.

## **Pastoral Care**

All the children are in the care of the class teacher. There is a good relationship between the parents and the teachers and it is always possible to consult informally with your child's class teacher.

Should your child experience any kind of difficulty in school, we are anxious that you should feel free to come and talk about it. Often problems can be solved easily if tackled at an early stage and we welcome an informal chat. If, however, you wish to talk to the Headteacher or the child's class teacher at length, it would be better to make an appointment. Please contact the school office. We feel that it is very important that we are informed of any problems at home as these can affect a child's behaviour at school. Any personal information will be treated in the strictest confidence. Pastoral care is a two way process.

## **Child Protection**

The school has a duty to appoint a member of staff as Child Protection Officer. At this school that is **Mrs J. Haigh**. Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Child Protection procedures established by the Derbyshire Area Child Protection Committee and inform the Social Services of that concern.

## **School Meals**

Derbyshire County Council provides a daily lunch service in School which is available to all children. All key stage one pupils (infants) are provided with a free hot meal. Although if you think you qualify for free meals it is still important that you apply as this provides the school with additional funds to support your child. Those parents wishing to apply for free meals can apply online via [www.derbyshire.gov.uk/quidsin](http://www.derbyshire.gov.uk/quidsin).

The menus are carefully planned by a team of experienced people who consider the popularity of dishes, the season, the cost and quality. An important part of the menu planning is to ensure that the nutritional content meets one third of the daily requirement for children, and all the menus are analysed by a Community Dietician before they are sent to schools.

The lunch consists of two courses with a choice of main or vegetarian meal, vegetables or salad and potatoes, pasta etc. depending upon the menu, and for pudding, a choice of assorted fresh fruit or pudding of the day. In addition, as part of the meal, children may choose either a hi-juice squash or water.

Vegetarian and 'special' menus for children with special dietary needs can be provided on request.

If your child stays for school dinner, the school uses SchoolMoney.co.uk as a payment method for all dinner money. Parents receive a password by text message, who then log in and make payments to cover the cost of their child's meals.

The School must ensure that all dinner money is paid in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by audit.

Parents are required to pay for school dinners **in advance**. The cost is currently £2.00 per day / £10.00 a week.

Children are allowed to bring a healthy packed lunch containing a nourishing sandwich, fruit, raw vegetables and snack. However drinks may not be brought in glass bottles as they are dangerous. They should be brought in secure leak-proof containers.

### **OTHER FOOD IN SCHOOL**

Children are allowed to bring fruit at morning break time. Water bottles are allowed in the classrooms for use during the day.



### **School Governors**

The school Governors meet regularly to discuss the management of the school and to formulate policies including attendance, discipline and sex education. Under the guidance of the Willows Academy Trust Board of Directors the Governing Body and Head teacher bear much of the responsibility for the allocation of budgets, staffing, maintenance of buildings and the delivery of the curriculum.

Separate committees of the Governing Body are installed for:

Teaching and Learning and Resources

The present Governing Body is:

### **Parents**

Mr Stevenson (Vice Chair)

Mrs Armitage



Dr Cole-Baker  
Mrs Williscroft

## **Community**

Mr Wallace (Chair)  
Mrs Dennis  
Mr Clayton  
Mrs Keen

## **Staff**

Miss J Martin  
Mrs L Tomlinson  
Mr Davies

## **Head**

Mrs J. Haigh BA (Hons) PGCE

Clerk to Governors - Mrs H.Wilson

## **Admissions**

The maximum number of children to be admitted into the school at the age of 5 in 16/17 is 60. Within this total the governors of the school are required to reserve a small number of places for the children of parents who move into the area normally served by the school during the period up to the 31st August 2017. However, this has not been possible due to the high number of requested places for the reception classes.

If your child attends this school and you do not live in the area normally served by the school, you must not assume that he/she will be automatically transferred to Long Eaton School. It will be necessary for you to make application as described in the book "Information for Parents 2016/17", a copy of which will be sent to Y6 parents.

## **LEA Co-ordinated Admissions System**

Willows Academy Trust has adopted the Derbyshire Admissions criteria. The Local Education Authority is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools from the academic year 2006/ 2007 onwards. Essentially the Authority acts as a 'clearing house' for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LEA, and give reasons for their preferred schools.

## Pupil Attendance Figures

Attendance Figures from September 2015 to 27th July 2016

Course	Year	No of pupils on roll	No of pupil sessions	Absences authorised	Absences unauthorised	Absences all	Attendances
Foundation	1	61	22210	649	81	730	21480
Key stage 1	1	61	22330	666	102	768	21562
	2	60	22392	681	104	785	21607
Key stage 2	3	62	22560	472	64	536	22024
	4	48	17474	396	102	498	16976
	5	43	14904	506	127	633	14271
	6	44	16390	414	33	447	15943
<b>Total</b>		<b>361</b>	<b>138260</b>	<b>3784</b>	<b>613</b>	<b>4397</b>	<b>133863</b>
					Percentages:	3.18	96.82

### Summary:

The Education (Pupils Attendance Records) Regulations 1991 came into effect on the 1<sup>st</sup> August 1991. They are designed to ensure that children of compulsory school age receive an efficient and suitable full time education. The regulations require schools to keep accurate records of the types of absences, (authorised or unauthorised), and to publish the number of absences as a percentage in the School Prospectus and in the Annual Reports to Parents.

### Practical Arrangements

**The Governors shall delegate to the Head the responsibility of ensuring that the school staff mark the class registers in accordance with the regulations concerning attendance.**

The school should advise all parents/ guardians / carers that:

1. They are responsible for ensuring that the children arrive in school on time.
2. In the event of sickness or other absence, they should, if possible, telephone the school to report the reason for absence, and confirm this in writing on the child's return.
3. School will text parents at 9.15 am if no report is made.
4. Leave of absence due to annual holidays during term time, should be authorised by the school, and only in exceptional circumstances (see attendance policy) will the school grant permission for an authorised leave of absence.
5. The school actively encourages parents/Guardians/carers to make medical or dental appointments out of school hours wherever possible.

### **Accidents and Illness**

If a child becomes ill or has an accident requiring hospital attention, we endeavour to contact the parents or near neighbour immediately. For this reason it is most important that parents keep us informed of changes in circumstances.

We are now required to give percentage details in our prospectus of attendances for each year group during the previous academic year. It is vital, therefore, that reasons for absence are always notified to the school in writing. The Governors' policy on attendance is included in this booklet for your information, as also are our attendance statistics for 2015/16. (See above)

**Non- Participation** in games, P.E., or swimming through illness or other cause, medical appointments etc., should always be notified to the class teacher in writing and supported by a letter from your G.P.

### **Children with Special Needs**

All children have special needs and our Curriculum is constructed so that each child progresses according to his/her ability. "High fliers" will be stretched while less able children will receive recognition for their progress. All our teachers take into account the specific needs of each child in their class work.

The National Curriculum also demands that children's individual differences are recognised but also insists that all children are exposed to the whole Curriculum. Therefore even children with learning difficulties will be exposed to all areas of the National Curriculum at a level appropriate to their ability.

For those children who have specific difficulties we involve, in consultation with parents, outside agencies such as the Educational Psychology Team and the Area Special Needs Support Team. They help us devise suitable work programmes. **Miss Martin** has responsibility for co-ordinating the special needs support throughout the school.

The National Curriculum legislation does allow for a temporary lifting of the requirement to provide all its subjects to a child with severe difficulties. This may, however, only happen in special cases and for short periods of time.

The organisation of special needs education is in accordance with the latest SEN Code of Practice.

### **Exceptions**

All children including those with Special Needs must be exposed to all elements of the National Curriculum. However there are provisions for children with extreme difficulties to be exempted from the National Curriculum for short periods of time in order to allow for special provisions to be made. It is expected that this will only happen in very rare cases. Should this be necessary Parents would be consulted and informed at all stages.

### **Complaints**

If parents have a complaint about their child's education, they should raise it with the class teacher or Headteacher. However, there is an agreed procedure for dealing with complaints about the school curriculum including religious education and collective worship. If you have a complaint or query you should contact the school so that the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, then a formal procedure involving the *Governors* can be invoked.

### **Secondary Transfer**

We have close links with all the local comprehensive schools. The children have the opportunity to visit the school of their choice and the secondary school teachers visit this school to meet the children. Each year the County Council and schools issues a leaflet explaining which is your local school and details of applications.





### **Change of Information**

Any changes of information made after the start of the school year to which this booklet relates will be sent to the homes of the children on the school roll.

Please note

The information contained in this booklet relates to the school year 2016/ 2017. Although the information given was correct at the time of publication in September 2016, it should not be assumed that there will be no changes affecting the information before, during, or after the year 2016/ 2017.

### **Willows Academy Trust Area Office**

Sawley Junior School  
Wilmott Street  
Long Eaton  
Nottingham  
NG10 3DQ

## The National Curriculum

Since September 2013 we have been developing our own curriculum in line with the statutory requirements of the National Curriculum. All our children are now being exposed to the National Curriculum in Mathematics, English, Science, Information and Communication Technology, Design Technology, History, Geography, Art, P.E. Music and PHSE. The revised National Curriculum 2013 was introduced in September 2013. From September 2011 we introduced a 'Creative Curriculum' that has been revised to take account of the statutory requirements of the National Curriculum. The program combines the above subjects into a thematic approach to learning.

The National Curriculum has an associated assessment system. Children are subject to statutory assessment at the end of each Key Stage (Years 1, 2 and 6) and assessments are conducted for other Key Stage 2 year groups.

Our own recording and assessment procedures are being constantly revised and updated to take into account the various curriculum alterations that result from changes in legislation.

**The Foundation Stage** starts when a child reaches the age of 3 and ends at the end of the reception year.

<b>Year Groups</b>	<b>Key Stage</b>
<b>Reception</b>	<b>Foundation</b>
<b>Year 1</b>	
<b>Year 2</b>	<b>1</b>
<b>Year 3</b>	
<b>Year 4</b>	
<b>Year 5</b>	<b>2</b>
<b>Year 6</b>	

## Religious Education

The 1988 Education Act gives Religious Education equal status with the other subjects in the National Curriculum. Therefore, we provide our children with Religious Education each week and with a daily Act of Collective Worship.

Although the school is an academy we use the Derbyshire Agreed R.E. Syllabus - 'All Our Worlds' - as a basis for our R.E. teaching. This was revised in 2014 and we have developed our own scheme of work in line with this syllabus bearing in mind the legal requirements of the 1988 and subsequent Education Acts.

As the children move through the school the main elements of Christianity are taught and developed to include an awareness of other religions, cultures, beliefs and life stances.

We believe that Religious Education is an important part of the curriculum because it helps children to:

- 1) find out about religious beliefs,
  - 2) find out about the Bible and other Sacred Books,
  - 3) explore spiritual values and the place of prayer and meditation in the lives of human kind,
  - 4) explore the positive values of religion such as caring for others and our planet,
  - 5) examine what they believe and value and to be sensitive to the beliefs of others,
  - 6) see what religion might contribute positively to society,
  - 7) gain a broad understanding of Christianity and of the other principle religions in Britain.
- Please do not hesitate to have a word with any member of staff if you want more details of Community events or if you have any suggestions for other activities.

During the school year you will receive invitations to join us for concerts, class assemblies, harvest festivals, sports day and other activities. Details of these events will be sent to you but can also be found on the school web site. The address is:

[www.dovedaleprimaryschool.co.uk](http://www.dovedaleprimaryschool.co.uk)

### **Sex Education**

By law, School Governors must have a Policy for Sex Education. They must ensure that the School Curriculum is taught which includes Sex Education.

Growth and reproduction in the Science curriculum must be taught. However, Parents have a right in law to withdraw their children from any other sex education which goes beyond the requirements of the Science orders. While recognising this right absolutely, the Governors hope that parents would discuss this with the Headteacher before making a decision.

#### **The aims of the school's sex education programme**

Sex education aims to help children understand their own bodies, how they are growing and changing, and how they will change in the future. It aims to enhance the emotional and social development of children, helping them to understand the benefits of caring relationships and to be aware of pressures and possible dangers.

You can find further information about the schools programme regarding sex education on the school website, information for parents, PSHE.

## **School Rules**

Rules at this school relate to reasonable attitudes and behaviour and personal safety. The main ones are summarised here.

### **a) Classrooms**

Children are expected to have a good work attitude and not disturb others in the classroom by their misbehaviour.

### **b) School**

The children are expected to move about the school in a calm and quiet manner.

The children must behave sensibly in the cloakrooms and toilets.

The children are reminded of these basic rules from time to time by all the staff.

## **School Discipline**

The children are expected to behave in a sensible manner and we find that we are well supported by parents. We believe "self-discipline" to be the only worthwhile discipline, and try at all times to encourage this. Parents are informed if children cause concern in respect of bad behaviour.

The school has an agreed disciplinary procedure that can be used in the case of persistently unacceptable behaviour by children. Parents are always consulted if this procedure is being used.

Misbehaviour at lunchtime could lead to exclusion from school at that time of the day after consultation with the child's parents.

## **Parents and School**

The atmosphere of a school cannot be described. It has to be felt. This is why parents are encouraged to take an active part in the life of the school. We are often thanked by parents for the progress their children have made and are also told how much they have enjoyed their association with the school. There are formal and informal opportunities each year to learn more about what we are trying to achieve through the curriculum. Parents' Evenings are held during the year but parents are always encouraged to approach the school at any time to talk to their child's teacher or to the Headteacher. If you make an appointment it is usually possible to make more time available.

We have an expanding policy of parent helpers in school. At the present time parents and friends of the school help in all kinds of ways. If you are interested please have a word with Mrs Haigh, Mrs Tomlinson, Mrs Slater or any member of staff.

**You can be assured of a warm welcome at Dovedale**



## School Photographs

Each year parents have the opportunity to buy individual, family or class photographs. These are taken in October and May.



## Extra-Curricular Activities

There is very often something going on out of normal school hours and these activities reflect the interests and enthusiasms of the staff. The kinds of activities therefore vary from year to year and season to season.

Some of the different extra curricular activities this year have included:

Football; Multi Skills; Cricket; Gardening; gymnastics, Girls Football, Archery, Derby County lead football sessions; Mad Science and Magic Maths

## Educational Visits

Educational visits can bring many aspects of the curriculum to life and they can greatly benefit children's learning. We arrange visits to support the work children are undertaking in class and ask that:

- Parents should be asked to make a voluntary contribution towards the cost of their child's share of the total cost.
- All children per class/year group participate
- Visits are directly linked to the work completed in class.

Residential visits also take place each year - currently Year 6 and Year 4 visit local centres to gain valuable experiences including team work, conservation and skills such as rock scrambling and climbing.



## Organisation of School

As far as possible the children are arranged in non-streamed year groups. However it is not always possible to do this and it is sometimes necessary to group more than one age group in the same class. This varies from year to year and is by no means a disadvantage.

When it is necessary to move a group of children "en bloc", good working units and friendship bonds are always our first consideration. A provisional list of classes and National Curriculum year groups in the school year 2011/2012 is shown below.

**Foundation**

**Foundation**

**Year 1**

**Year 1**

**Year 2**

**Year 2**

**Year 3**

**Year 3**

**Year 4**

**Year 4**

**Year 5**

**Year 5/6**

**Year 6**

We have a homework policy, a home-school reading policy and encourage the children to take their reading books home everyday. A reading bag is provided for this purpose.

Our school web site contains additional pages of information about the school and its policies.

## School Vision

'Aiming High Together'



## School Aims

To provide an excellent education for all children and to enable them to reach their potential.

To respond to the needs of everyone in the school providing appropriate and relevant educational experiences.

To have high standards for all the children and encourage them to aim for these at all times.

To celebrate success and achievement in all areas of school and community life.

To contribute to social cohesion within the wider community.

## School Rules

These are reviewed annually and are chosen in consultation with the children.

- Try and have a big smile on our face.
- Look after the school and our property.
- Be kind and courteous toward everyone we meet.
- Keep hands and feet to ourselves.
- Have lots of fun without upsetting others.
- Try hard and have a 'Stick Ability' attitude.
- Always have an 'I Can Do It' attitude.

## The Dovedale Association

### **Aims:**

1. To further communication between school, parents, governors and the wider community.
2. To help in the generation of funds for the school to purchase new equipment, and items which might otherwise be unaffordable. In 2007 a new Tyre Park was constructed by the Association. They have also purchased large outside play equipment.
3. To organise social events.

### **Officers:**

Chair:	Jenny Smart
Treasurer:	Sue Price
Secretary:	Michelle Stevenson

The Association was set up over 19 years ago as a community association linking teachers, children, parents and those in the surrounding area to the school. The Association is now a registered charity. New members on the Committee are always needed and are very welcome. Please have a word with the above Officers or Mrs Haigh if you would like to become involved.

### **Last year's events included:**

Children's Discos   Fashion Show   Christmas Fair   Summer Fair   Long Eaton Carnival

### **Expenditure of Funds:**

Among the many items purchased by the Association during the past year are:

General classroom resources, Drinks for Christmas parties, support for school trips

Clearly the Association needs continued support to carry on such worthwhile activities - all are very welcome to attend regular meetings held throughout the year, and new names for the Volunteer Register are always appreciated!