



# Dovedale Primary School Prospectus

# 2025 -2026

## Welcome

On behalf of the Governing Body and staff at Dovedale Primary School, I would like to welcome you to our school, where we all Aim High Together.

At Dovedale Primary School, we foster an environment which supports the needs of all our pupils. We encourage them to work hard and celebrate achievements through an 'I can do it' attitude.

We expect all members of our school community to show care and respect for one another as individuals and to encourage open communication with parents and carers.

The curriculum we provide is engaging and pertinent, offering a wide range of stimulating activities as well as focusing on core skills development. Detailed information about our curriculum can be found under the parents' tab on the website, under the key information tab.

Personal development is a key component of life at Dovedale. We encourage children to be ambassadors for their school and take part in a wide range of enriching activities.

We run half-termly clubs, free for all children, and also use external providers for paid clubs.

The children become part of expert groups and engage with activities half-termly with their counterparts across all year groups.

We ask our children to aim high and support them in achieving their aspirations. Each child is valued as an individual, and we believe our caring and supportive ethos supports the children's emotional wellbeing, ensuring a happy school life.

We aim to provide education of the highest quality, which will provide challenge to fulfil potential and raise attainment; create effective, independent, lifelong learners and develop confidence, resilience and pride in achievement.

At Dovedale Primary School, we follow our REACH values to ensure that our school is a happy, vibrant learning environment. These are:

**Respect Enjoy**

**Achieve**

**Challenge**

**Health**

At Dovedale, our overarching value is that of respect. Respect for all in our school and our community and the world beyond.

Thank you for engaging in our school community. We are very proud of our school and would be happy to answer any questions or arrange a visit. Please also see our school website for further details.

*Sarah Houseman*

Our contact details are:

Dovedale Primary School

Dovedale Avenue

Long Eaton

Nottingham NG10 3HU

Telephone: [0115 9735984](tel:01159735984)

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

## The Dovedale Team

We are a busy school with dedicated and supportive staff. All of the Dovedale team and contact details can be found on the school website.

### Key points of contact:

<b>Headteacher:</b>	Sarah Houseman
<b>Deputy Headteacher:</b>	Louise Tomlinson
<b>SENDCo/ Family Support Worker:</b>	Joanne Martin
<b>School Administrator:</b>	Ashleigh Nicholson
<b>Office Assistant:</b>	Nicola Dickinson
<b>Chair of Governors:</b>	Michelle Metcalf

**Site Manager:**

Stephen Kirk

### **Daily Organisation**

**Mornings:** 08.50 - 11.45 Infants

08.50 - 12.15 Juniors

**Afternoons:** 12.45 – 3.20 Infants

1.15 – 3.20 Juniors

The school gates open at 08.40. Staff will be on hand at the school gates to let your children into school. Parents do not come through the school gates at any point in the morning.

On collection, parents should walk through the gates and wait outside of their child's class space.

### **Arriving in school**

Children can enter school once the gates are opened and staff are on duty at 8.40. Children walk to classrooms where staff are waiting. Before the gates open, children should be supervised by a responsible adult. Children should not arrive at school before this time unless they are engaged in an activity with a teacher or club leader. Parents must ensure pupils are through the school gates when dropping off.

### **Uniform**

We pride ourselves on the high standard of dress at Dovedale and encourage our children to come to school ready to learn and be part of team Dovedale.

Children should come to school in a white polo shirt, a red sweatshirt and grey or black trousers, shorts or a skirt.

Skirts, skorts and shorts should be of an appropriate design and mid-thigh length or longer.

We fully understand the pressures of uniform cost, and as long as children are wearing a school sweatshirt in red, a logo is not necessary. We regularly put out unnamed lost property for parents to reuse.

If you wish to have a logo for your child's uniform, these can be ordered directly through the Tesco app.

In keeping with our expectations, we consider Bermuda shorts, jeans, denim jackets, highly coloured track, jogging or shell-type suits unsuitable for school. We believe that high standards of dress make a positive contribution to overall attitudes in school.

PE shorts must also be of a suitable style and length.

### **Hair**

Children's hair should be their natural colour and kept in an appropriate style. Children should not have extreme haircuts or logo-type head shavings.

### **PE**

Children in years 1 to 6 come to school in their PE kits on their PE days.

Plain black shorts or leggings/joggers, plain red round-neck t-shirt. Plain black tracksuit bottoms and a plain black sweatshirt.

Children should not wear football tops or tracksuits with large logos.

### **Other**

Children can wear their own clothes on their birthdays. If their birthday falls on a holiday or weekend, they can choose the day before or after to wear their non-school uniform.

### **Important Reminder**

As you are well aware, children are very good at losing their clothes.

With this in mind, we ask that all clothing items be clearly marked with your child's name. This applies particularly to items such as anoraks, pullovers, cardigans, wellingtons, plimsolls, PE vests, and sweatshirts.

### **Accessories**

Children should not wear accessories; hair accessories should be in school colours and appropriate in size and design. Oversized bows or headbands are not considered appropriate. Watches are allowed but should be practical and not gadget-loaded.

Smart watches are not permitted.

Children should not wear nail polish or have visible, temporary tattoos when they come to school.

## **Jewellery**

The school has a strict policy on the wearing of jewellery. No jewellery should be worn except one pair of gold or silver **small studs**. These will need to be removed by the child during PE/swimming.

Children should not wear necklaces or bracelets. On occasion, charity wrist bands will be permitted.

## **School Behaviour**

Our children demonstrate excellent behaviour. Our school values support this. Dovedale is a positive place to learn and grow.

Our children are taught to respect everyone and their environment.

Rules at this school relate to reasonable attitudes and behaviours, as well as personal safety. All members of our school community are required to show respect and support the school's ethos. Children are expected and required to demonstrate behaviours for learning and will be rewarded for doing so.

If children have difficulty with behaviour, there is a comprehensive system to support them. This involves class charts and rewards. Children who do not respect the school's ethos and behaviour guidelines may need to attend Reflection time at lunchtimes.

In reflection sessions, children will be asked to reflect on their choices and encouraged to self-regulate. They will be given support to make better choices in future.

We work closely with parents to ensure each child understands the behaviour expectation. Parents are informed if their child attends reflection time.

Please see our behaviour policy for the full outline of our school behaviour system.

As a school, we do not tolerate bullying behaviours in any form and are happy that these types of incidents are very rare in our school.

We will support all children who are victims of bullying and support those children who exhibit bullying behaviours to make better choices, with appropriate sanctions put in place where necessary.

## **Health and Wellbeing**

The care of your children is our main priority. Every adult in the school has a duty to uphold this care.

We have a systemic approach to wellbeing that underpins everything we do.

The culture of healthy mind-sets, talking about mental health and feeling supported and respected helps our children navigate through their emotions and supports their learning and behaviour.

We run THRIVE sessions for children who may need some emotional or social support and have Wellbeing Wednesday sessions for children to drop in to discuss any worries or concerns. We listen to pupil voice and put in extra nurture sessions for year 6 and transition.

We are an inclusive school and will offer support to all our children to enable them to access the curriculum at the appropriate level.

### **Communication**

Communication between home and school is key to your child's academic success and emotional well-being. Please talk to us if there is anything you feel we need to know about your child or their home life. We will endeavour to support you wherever possible. All information will be treated sensitively and confidentially.

We welcome all parental feedback and work closely with parents for the best outcomes for the children.

We have several avenues of communication, which include dojos and emails, as well as updates on the website.

Should your child experience any difficulties at school, please feel free to come and talk about them. Often, problems can be resolved easily if tackled at an early stage, and we welcome discussion and communication. Teachers are available on the playground at the end of the day, or arrange a time via Dojo.

Messages to be given for the start of the school day should come through the office.

If, however, you wish to talk to the Headteacher or the child's class teacher at length, it would be appropriate to make an appointment through the school office so that we can give you the time appropriate.

Adults are not to enter the school to discuss issues with a teacher or any other adult without first signing in at the school office. This is to ensure that the school building is secure.

## **Absences and Attendance**

Good attendance at school ensures that your child has the best start to their academic and social life opportunities. We will take positive steps to ensure good attendance for all children in our school. Absences affect children's social relationships and their engagement in learning.

It is very important that parents inform us immediately of a child's absence if the child is off sick. The school will text parents at 9.15 am if no report is made. If the parent cannot be contacted, further action may be taken to establish a child's safety, which may include a home visit.

Holiday absences will not be authorised unless they meet the set criteria in the school policy. If the absence is unauthorised, a fine may be incurred. Please see the attendance policy. The form for leave time during the school year can be collected from the office or found on the school website.

The school actively encourages parents/Guardians/carers to make medical or dental appointments out of school hours wherever possible. The office may ask to see the text or paperwork for the medical appointment.

## **Safeguarding and child protection**

The school takes its safeguarding duties extremely seriously and will follow the guidelines set out in the Derbyshire safeguarding policy, as well as the school's own code of conduct and associated policies. It will adhere to all statutory guidance, including the Keeping Children Safe in Education and Working Together to Safeguard Children documents. Please refer to our website for further information.

The designated safeguarding officer at our school is the Headteacher, **Mrs. S Houseman**. There are two deputy safeguarding leads, **Mrs Tomlinson and Miss Martin**. The Governing lead on Safeguarding and Child Protection is Michelle Metcalf.

Mrs Robinson, key stage 1 lead, is also trained as a designated safeguarding lead, as are 2 members of our wrap-around club.

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 about a child's wellbeing, the Headteacher will follow the child protection procedures established by the Derbyshire Area Child Protection Committee and take advice from Starting Point or social care.

We will, however, always try to work alongside our parents in the best interests of the child and encourage transparent communication.

## **Secondary Transfer**

We know that the move to secondary school can be a difficult choice, and we will support you with this. We have close links with all the local secondary schools. Our nearest schools are The Long Eaton School, Wilsthorpe and Friesland Schools.

The children have the opportunity to visit the school of their choice, and the secondary school teachers visit Dovedale school to meet the children during the summer term.

Each year the County Council and different schools issue a leaflet explaining which is your local School and details of applications. The schools will also send out information to you regarding parents' information dates.

The school works closely with all of its feeder schools and arranges sessions or visits for the children. Some children may need extra visits to support their transition, and we will facilitate this.



## **School Meals**

At Dovedale Primary we are lucky to have a kitchen on site with dedicated and experienced staff.

The menu can be found on the school website. All dietary requirements are catered for.

Our school has been awarded the Platinum award for its kitchen service.

All key stage one pupils (infants) receive a free hot meal. However, if you think you qualify for free meals in any key stage, it is still important that you apply. Parents wishing to apply for free meals can do so online at [www.derbyshire.gov.uk/quidsin](http://www.derbyshire.gov.uk/quidsin).

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 are given a drink of water. Vegetarian and 'special' menus for children with special dietary needs can be provided on request.

If your child stays for school dinners, the school uses Arbor as a payment method for all dinner money. Parents receive a password via text message, which they use to log in and make payments to cover their child's meal costs. The school must ensure that all dinner

money is paid in a timely manner, and parents will be contacted if there are any issues with this

All EYFS and KS1 children are entitled to a free piece of fruit, which they will be offered at playtime. Children in other year groups can bring an unwrapped piece of fruit for playtimes. Children are allowed to bring a healthy packed lunch containing a nourishing sandwich, fruit, raw vegetables and a snack. No glass bottles, fizzy drinks, sweets, or pure chocolate bars are allowed.

We see lunchtime as a social experience and will be encouraging your child to use a knife & fork correctly. Please reinforce this at home.

The menus can be found on the school website.

### **Admission**

The maximum number of children admitted to the school in Reception is 60.

Dovedale Primary School has adopted the Derbyshire Admissions criteria. The Local Education Authority is required to coordinate 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 standard application form, to be returned directly to the LA, and give reasons for their preferred schools.

#### **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.

### **Equality and Diversity**

At our school, we value all children as individuals. Our curriculum is designed so that each child progresses at his/her own pace. We will aim high for all our children, setting expectations which allow them to meet their potential. All our teachers take into account the specific needs of each child in their class work.

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

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 coordinating the special needs support throughout the school.

Miss Berrington is our Equality and Diversity lead

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

### **Complaints**

We hope to sort out any issues that parents may have through our open communication system.

However, there is a formal process for parents who feel they need to take the process further.

If parents have a complaint, they should raise it with the class teacher or Headteacher. 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. The policy for complaints can be found on the school website, or a copy can be obtained from the office. All complaints should be brought to the Headteacher in the first instance.

## 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 assembly.

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

We believe that Religious Education is an integral 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 principal religions and nonfaiths in Britain.

### **British Values**

As a school, we actively teach our children the values of respect and accountability. As a multi-racial / ethnic United Kingdom, it is important that the children recognise the values that our democracy supports. Our school's REACH values are closely linked to these values.

The school will not tolerate any form of racism or hate crime from children or adults and will follow procedures on this.

### **Relationships and Sex Education**

We believe that personal development is a thread which runs through all we do in our school. RSE is part of this, enabling children to make healthy choices and respect and value those of others.

We have a comprehensive curriculum for RSE and all children are taught in line with National curriculum requirements. After consultation with parents, we have fully implemented the SRE curriculum in line with government guidance.

Please see the RSE curriculum on the website for further information.