



Dover Down Lower School

## SCHOOL PROSPECTUS

*Dover Down creates a happy and safe learning environment  
which makes a difference to every child.*



10/09/2020

<b>WELCOME</b>	<b>1</b>
<b>THE BUILDING AND SITE</b>	<b>2</b>
<b>AIMS</b>	<b>3</b>
<b>THE SCHOOL MOTTO</b>	<b>4</b>
<b>THE LOCAL AUTHORITY</b>	<b>5</b>
<b>PERSONAL AND SOCIAL DEVELOPMENT</b>	<b>6</b>
<b>STARTING SCHOOL</b>	<b>7</b>
<b>ADMISSION ARRANGEMENTS</b>	<b>8</b>
<b>TRANSFER TO MIDDLE SCHOOL</b>	<b>9</b>
<b>THE SCHOOL DAY</b>	<b>10</b>
<b>SCHOOL MEALS</b>	<b>11</b>
<b>THE CURRICULUM</b>	<b>12</b>
<b>CLUBS</b>	<b>13</b>
<b>THE SCHOOL COMMUNITY</b>	<b>14</b>
<b>WITHIN THE WIDER COMMUNITY</b>	<b>15</b>
<b>OTHER INFORMATION</b>	<b>16</b>

## **1. WELCOME**

Headteacher Mrs D Brewster

Foundation class	Rowan	Mrs Blessing
Y1 class	Beech	Mrs Young
Y2 class	Holly	Miss Lamptey
Y3 class	Larch	Mr Squires
Y4 class	Oak	Mrs Gill

We are very fortunate to have 6 highly experienced Cover Supervisors who are trained in covering a class teacher in their absence

Thank you for your interest in Dover Down Lower School. This prospectus aims to answer some of your questions and convey the school's commitment to the education and well-being of our children. It will give you a taste of the way the school is run and information about the curriculum. You can make an appointment for a tour round the school and if you have any further questions, we will be happy to answer them. Dates of tours of the school are listed on the front page of the website.

## **2. THE BUILDING AND SITE**

Dover Down Lower School is single-storey, light and airy and was built in 1968. To the west the grounds include a beautiful glade of deciduous and evergreen trees. To the east is the school field, which is used for games and play in good weather with a new multi-purpose sports surface and an adventure trail. South of the building is a hard surface playground. Adventure climbing apparatus is situated on safe rubber chippings under the trees, which the children play on under adult supervision.

This lovely setting is an inspiration for environmental studies of many kinds. The woodland is used to bring to life scientific study, forest fun, enhance learning and playtimes as well as fun events such as the annual Easter Egg hunt.

There are three entrances to the school: from Poplar Close, by footpath from Copperbeech Way and a footpath alongside the service road from Heath Road. There is a parking area adjacent to the field.

The building has a central hall and a dining area with two classroom wings attached, a kitchen and an administrative suite.

Each classroom is self-contained, having its own quiet space, cloakroom and internal toilets.

## **3. AIMS**

- **Children experience an ethos of friendship and trust, where relationships between all people are considerate and caring.**
- **The curriculum is robust, well planned and meaningful, (providing an appropriate challenge to all children).**
- **The curriculum is planned through a creative curriculum which provides enriched opportunities for learning.**

- The school achieves high standards in English and Mathematics.
- Learning takes place in a beautiful stimulating environment and within a well organised building.
- Every child is helped to develop self-esteem, confidence and independence in learning and play through the values education system and a caring nurturing ethos.
- Clearly defined consistent expectations of work and behaviour help children feel secure.
- In all our decisions concerning school life, teachers, governors and parents, will act upon these aims.

#### **4. THE SCHOOL MOTTO:**

‘Care for yourself, Care for each other, Care for your school. Always do your best.’

This motto is known and followed by every child. Copies of the school’s ‘Behaviour’ and ‘Anti bullying’ policies can be obtained on request.

#### **5. WHAT THE LOCAL AUTHORITY (2020) SAID ABOUT OUR SCHOOL**

Pupils are well behaved and cooperate in the class and at playtime. They treat each other kindly and with respect.

Our last Ofsted inspection was in March 2007. The report can be accessed from a link on the school’s website at [www.doverdown.beds.sch.uk](http://www.doverdown.beds.sch.uk).

#### **6. PERSONAL AND SOCIAL DEVELOPMENT**

At Doverly Down Lower a strong moral code exists within the school, learnt through lessons, assemblies, Values Education, discussion and by the example set by all adults, resulting in children leaving the school with a deep awareness of right and wrong. Pupils learn to be caring, helpful and respectful.

The children are encouraged to show respect for all of the adults who work at Doverly. In the same way they are shown respect. The children can be relied upon to be polite, helpful and friendly to any visitors to the school. They learn that it is always better to tell the truth and that everyone in the school will respect them when they do.

Children are actively encouraged to think for themselves and to voice their opinions. They are expected to look after their own possessions and organise themselves, using their own initiative when it is appropriate to do so. In their lessons the pupils at Doverly Down are encouraged to rise to the challenge of new concepts and not be afraid to try. They are taught to learn by their mistakes and be resilient enough to persevere and succeed in subsequent attempts.

Within the security of the school environment the pupils are encouraged to demonstrate independence, tempered with thoughtfulness, consideration and tolerance, thus equipping them for life ahead.

## **Policy for Equal Opportunities**

Doverly Down Lower is committed to pursuing equal opportunities in all aspects of school life.

### **7. STARTING SCHOOL**

Every child's early days at school are so important. At Doverly Down Lower children take their first steps on a journey of education growing quickly in confidence due to the secure and happy environment. The school is small enough that the youngest child is not daunted but large enough to be able to provide the broad and robust curriculum needed to challenge the older pupils.

On entry every child joins one of the three school teams which are named after some of the birds that inhabit our woodland area: Jays, Owls and Woodpeckers. Children are awarded team points which they post into their team tube. A sense of collaborative achievement is palpable each week in Birthday and Awards Assembly. The result of the weekly team challenge is announced in team assembly each Thursday.

The School Council is elected from the children in years 2, 3 and 4 one from each team. These councillors will be aware of all new children in Reception in their team, be ready to welcome them and watch out for them during playtimes.

In a small school, the staff are able to get to know each child and be conscious of individual needs. Through individual and small group teaching strengths are built up and weaknesses addressed.

The academic needs of the children are catered for. Lessons and activities are tailored specifically to meet their developing minds. By the time they move on to middle school, all children will have represented the school in one form or another at the many and varied activities organised locally between other Lower Schools.

In a small school, relatively young children have the opportunity to be given responsibility in a way which would not be possible in a larger environment, where they would still be regarded as 'the infants'. At Doverly Down Lower School, our older children have their own duties and responsibilities, which are taken very seriously.

### **8. ADMISSION ARRANGEMENTS**

Children are admitted into the Reception class (Rowan) in the September of the school year in which they turn 5. Central Bedfordshire Council is the Admission Authority for Doverly Down.

All admissions are dealt with by the local authority. You need to apply for a place online [www.centralbedfordshire.gov.uk/learning/schools/school](http://www.centralbedfordshire.gov.uk/learning/schools/school) admissions or telephone 0300 300 8037.

1. All 'looked after' children, or who were previously 'looked after'
2. Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Children with siblings at the school
4. Children for whom the school is their nearest lower/primary school
5. Any other children

If the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the distance criterion will be used as a "tie-breaker" to resolve the matter.

## 9. TRANSFER TO MIDDLE SCHOOL

In the September after their ninth birthday, pupils transfer to middle school, then at thirteen to upper school.

Good communication has developed between Doverly Down and the middle schools, with middle school teachers visiting the children in the summer term of Year 4.

## 10. THE SCHOOL DAY

Key Stage 1 Classes	8.55am – 12 noon: 1pm – 3.30pm
Key Stage 2 Classes	8.55am - 12.15pm: 1.15pm - 3.30pm

Morning Break	<b>Y1 and Y2</b> 10.30am - 10.45am, <b>Y3 and Y4</b> 10.45am – 11am
Afternoon Break	<b>Y1 and Y2</b> 2.15pm – 2.30pm, <b>Y3 and Y4</b> 2.30pm – 2.45pm

**Note:-Due to new restrictions in 2020 - these times will differ – with staggered start and finish times**

School starts at 8.55am. All children should assemble in the playground. From 8.50am children go straight to their class. There will be one teacher on duty on the playground to see the children in.

After 8.55am all pupils **must** use the main entrance and be signed in. Registers are closed at 9.15am.

Parents **must** report to the school office if they need to collect their children during the school day. The child will then be signed out and back in, if returning. The contact book is kept in the Reception area by the office.

## 11. SCHOOL MEALS

There are two sittings at lunchtime. Children in Reception, Year 1 and Year 2 eat lunch at the first sitting, which commences at noon. All children within year groups sit together in friendship groups whether they are eating a school cooked lunch or a packed one. The Doverly Down Catering Team prepares varied and balanced meals and also caters for children on a vegetarian diet or with allergies. Children in Year 3 and Year 4 generally eat at second sitting, except when they are involved in a lunchtime activity. School meals may be paid for weekly, half-termly or termly. All children in Reception, Year 1 and 2 are entitled to a free school meal. We do encourage parents to take up the option of a school prepared meal as the children learn the social skills of eating meals together and the correct use of cutlery.

### PACKED LUNCH

Packed lunches may be brought into school in a box clearly marked with the pupils name and class. Please do not send fizzy drinks or drinks in glass bottles. Pupils eating a packed lunch are still under the jurisdiction of the midday supervisors. We have a No Nuts policy – therefore please check that packed lunches sent in to school are nut free. We do have a number of children with nut allergies which might trigger anaphylaxis.



## **PLAYTIME FRUIT**

All children in Reception, year 1 and year 2 are provided with a piece of fruit each day at morning playtime free of charge. Older children may continue this healthy habit by bringing a single piece of fruit to school each day or a nut free healthy snack.

## **12. THE CURRICULUM**

The staff at Doverly Down Lower School aim that in delivering a broad and balanced creative curriculum they encourage lively, inquiring minds with positive attitudes to learning. Activities are planned to teach concepts appropriate to each year group using a variety of classroom strategies. There are opportunities for whole class, group and individual teaching. Practical work involving structured play, observation, research, experiment and exploration is used to aid conceptual development. At all times and in all year groups, children are encouraged to reach the highest standards.

### **ENGLISH**

At Doverly Down Lower School there is a strong focus on developing the children's literacy skills. Many opportunities are provided for the children to develop their communication skills. From the Early Years onwards, the children are encouraged to talk about what they are doing, what they are thinking and people's feelings. The children participate in discussion, bring things in from home to do with their topic to present to the class, use drama and role play to develop ideas for writing and they speak in assemblies to an audience. They learn to speak clearly and with confidence.

The message that reading is for pleasure and is about enjoyment is implicit in all our teaching. The children choose a reading book to read at home every day. They do whole class reading, guided reading, paired reading called 'reading buddies' and when appropriate silent reading. Our reading schemes have been purchased to ensure there is a range of materials appropriate to the needs of every child. Children are taught phonics from the government scheme, 'Letters and Sounds'. The school and home partnership is held in high regard and parental help will be sought to foster children's interest in books and reading.

Children are given lots of opportunities to enjoy writing for different purposes and audiences, much of this is taught through a topic based creative curriculum. A joined handwriting style is taught from Reception class onwards. There is writing practice throughout the school to develop handwriting, spelling and sentence structure. Children are taught grammar and spelling rules. Parents are also asked to help with the learning of spellings which the children take home on a regular basis.

There is an English lesson each morning and literacy skills are also developed through other subjects throughout the day.

### **MATHEMATICS**

All pupils have a daily mathematics lesson. We use a variety of practical resources to develop secure understanding. Different learning approaches are used such as paired problem solving, using computer programmes and practising calculations.

Each maths lesson begins with a mental arithmetic session. Children are encouraged to be able to work out answers to questions quickly in their heads. We know it's important for children to learn their times tables in random order so they are practised throughout the school on a regular basis. By year 4 they will undergo a national assessment for x tables up to 12. Parents can help their child to practise at home. Children are awarded certificates when they know their times tables as facts and out of order.

Children regularly practise the four operations, addition, subtraction, multiplication and division, so they can calculate efficiently. Calculation policies are sent home at the beginning of key stage one and key stage two so parents can use the same approaches in order to support their children's work at home.

## **SCIENCE**

All pupils have a weekly science lesson. An investigative approach to experiment and discovery is introduced at the earliest stages. The school is very well resourced for the teaching of science and children are encouraged to work together, develop strategies, devise tests, use apparatus and assess results.

The children use the woodland area in the school grounds for close observation of plants and animals in their habitats.

## **COMPUTING**

All classes are timetabled to use the computer room where each child has access to a computer. There are interactive whiteboards in every classroom which are used to enhance the children's learning during most lessons.

Children are taught computing, programming and safety skills from Early Years onwards such as how to use word processing tools, control, data handling and to manipulate images. Computing is also used to develop children's understanding in other subjects: for example, in English, children word process newspaper reports and design advertisements; in science, simulations are used; in mathematics, games are used. Websites and a range of ICT platforms such as Educationcity are used to enrich the learning.

Children also have the opportunity to use easimics to record some of their work such as speaking and listening activities or drama.

## **PHYSICAL EDUCATION**

All pupils at Dovere Down Lower School enjoy 2 hours of PE each week and are taught gymnastics, dance and games. All aspects help to improve co-ordination and physical skills. Children are encouraged to develop team spirit as well as a healthy outlook towards competitive sport. Key Stage 2 children regularly meet with other schools for matches and tournaments which include football, cricket, tennis and athletics.

The Year 4 and Year 3 children have weekly swimming lessons at Tiddenfoot Leisure Centre, during the Spring and Summer Terms respectively. A wide range of outside agencies are regularly in the school to coach football, cricket, multi-skills and tennis. An annual sports day is held in the Summer Term.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

The Bedfordshire Agreed Syllabus is used to teach religious education.

The school aims to contribute to the development of children as individuals and members of society, by offering a reflective attitude to life and an awareness and tolerance of the many faiths and cultures, in order to help prepare them for life in our multicultural society.

The daily assembly includes collective worship, which incorporates world festivals and cultures. Assemblies involve looking at current affairs, morals and values.



## **THE CREATIVE CURRICULUM**

The Creative Curriculum provides open ended tasks with a focus on problem solving, discussion, collaboration and imaginative thinking that leads to 'creative' behaviours: -

- questioning and challenging
- envisaging what might be
- exploring ideas, keeping options open
- reflecting critically on ideas, actions and outcomes
- Making connections and seeing relationships

The creative curriculum takes the National Curriculum content and uses a 'thematic (topic or theme) approach to teach multiple learning objectives across different subject areas. In avoiding narrow subject based lessons, pupils have the opportunity to see linkage between subject areas and learning objectives. Topics start with a 'theme week' where a range of creative activities (including art, DT, music etc) are used as starting points for the learning journey. We use problem solving and open ended tasks, drama and role play to help children see 'the whole picture'. We have had particular success with the use of drama to stimulate their imaginations and provide experiences for writing across all genres. They are helped to recognise relationships and patterns in their learning and they gain a deeper understanding of their learning and different cultural experiences and the unique contribution each of these provides.

## **MUSIC**

Music plays an important part in school life. The children are given opportunities to listen to an extensive range of music. Singing and the use of percussion instruments develop a sense of pitch and rhythm. There is a wide range of musical instruments and equipment available. Concerts, throughout the year give all the children an opportunity to perform in front of a friendly audience which helps to build self-confidence. In year 3 they participate in African drumming or learn to play a ukulele as well as taking part in 'Sing Out'. In year 4 they learn to play the guitar or trumpet. Individual and small group lessons are available in guitar and piano, all of which incur a charge.

## **MODERN FOREIGN LANGUAGES**

Children in the Early Years and Key Stage One (Years 1 and 2) develop an awareness of other languages by answering the register in a different language. Children in years 3 and 4 learn French through a variety of games and songs. Many of the everyday classroom instructions are also given in French.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

The Governors and staff are committed to the belief that all pupils should have the same right of access to the curriculum, both the exceptionally able and those with learning difficulties. Children with Special Educational Needs and/or disabilities will be admitted to the school under the same criteria as any other pupil. The school seeks to identify pupils with special educational needs at the earliest opportunity through regular assessments made by each class teacher. In addition, any parent who feels that their child has a marked learning difficulty should contact the class teacher or the school's Special Educational Needs and Disabilities Co-ordinator (SENDCO).

The SENDCO brings together parents, teachers and the teaching assistants to discuss a child's SEND Support Plan (SSP) in order to give the best support possible. If a child is experiencing real difficulties the school can seek the advice and support of the Educational Psychologist or the SEND advisory teacher. This is done with the full consultation and approval of parents. Should a Statement of Special Educational Needs be made, the child's specific needs and necessary provision will be set out, according to the DFE Code of Practice.

### **HIGH ACHIEVEMENT**

The school promotes the highest standards to which all pupils can aspire. Knowledge is valued and talents are recognised, respected and celebrated. It is recognised that high achieving pupils have additional educational needs which are met through target setting, extension activities, intervention groups and differentiated work.

### **HOMEWORK**

Homework provides a perfect opportunity for a child to practise aspects and concepts learnt in the classroom. It is also an opportunity to further develop the partnership between home and school. From Reception onwards appropriate work is sent home, including English, Maths, home projects and weekly spellings. Daily reading practice at home is very important. Parents are encouraged to write comments in their child's 'Reading Record' after they have heard their child read every day.

### **ASSESSMENT**

Throughout the school a child's progress is carefully monitored. Children are assessed daily on an informal basis so that appropriate work can be planned. Each half-term the children are assessed in reading, writing, maths and science.

At the end of Key Stage 1, (Year 2), National Statutory Assessment Tasks and Tests (SATs), are carried out. We do this as discreetly as possible as part of the school day. We ensure that children's well-being is protected so we do not emphasise testing or put pressure on them. The results give teachers an indication of each child's progress and areas for further development. The Year 4 Teacher Assessments are sent on to the receiving Middle School.

Teacher assessments are sent home for all children at the end of each term (Autumn/Spring/Summer) in Pupil Reports.

### **13. CLUBS INCLUDE:**

#### **STAY AND PLAY**

The Stay and Play Club is available every school day from 3.30pm-5.30pm. It provides good quality childcare by fully qualified staff to all full time pupils who attend Dover Down.

All children attending enjoy the club. It is an opportunity for new friendships to be formed by the children while they enjoy a wide range of well-planned creative and leisure activities, within a safe environment.

#### **FOOTBALL CLUB**

Dover Down Football Club has been in existence since 1998. Regardless of gender, athletic prowess or footballing ability, all children of Dover Down have an opportunity to join in with the activities of the club.

The club is open to children in Years R to Year 4 from the start of the academic year.

**OTHER CLUBS MAY INCLUDE:** tennis, computer, choir, gardening and sports activities.

## **14. THE SCHOOL COMMUNITY**

### **THE HOME / SCHOOL PARTNERSHIP**

The school actively promotes the friendly partnership built between home and school. Any concerns or anxieties should be voiced to the class teacher or the Head Teacher. Parents are invited to attend consultations with their child and the class teacher in the Autumn and Spring term, to discuss progress and agree individual targets.

### **PARENTAL SUPPORT**

The school values parental support. Many adults, including parents and governors regularly help by hearing readers and supporting in the classroom. Any potential volunteers are encouraged to call in to the office to add their name to the list, their contact details and when they're available.

### **THE PARENT TEACHER ASSOCIATION**

All parents of Doverly Down Lower School children automatically become members of the Parent Teacher Association (P.T.A.). The P.T.A raises funds by organising many varied events during the school year. These have included a Christmas and Summer Fayre, sponsored walks and discos for the whole school. Their support is greatly appreciated by all in the school.

### **THE GOVERNING BODY**

The governing body consists of representatives from parents, staff, the Local Authority (LA) and members co-opted from the local community. A full governors meeting is held at least once a term. The governing body ensures the effective management of the school by working in close partnership with the Head Teacher. The chair of the governing body may be contacted via the school.

### **COMMUNICATION**

Communication is by email, text or by letter which a child takes home in their book bag. The school's website is a source of information about the daily running of Doverly Down and is regularly updated. The school email address is [office@doverlydownlower.co.uk](mailto:office@doverlydownlower.co.uk)

### **SCHOOL VISITS**

Educational visits and journeys are organised throughout the school year and link to specific aspects of the curriculum. The youngest children in Reception made new friends when they walked to the neighbouring Lower School Heathwood. Year 1 and Year 2 have visited Warwick Castle linking with the 'Flames and Flurries' topic and Year 3 and Year 4 have been to Hampton Court Palace. Year 4 children also enjoy an active 3-day residential trip.

## **15. WITHIN THE WIDER COMMUNITY**

We are very conscious of the important role we play within the local community. Concerts are given to which members of the community, as well as parents, are invited. The children regularly take part in activities with other schools.

Activities at the school, such as the Christmas and Summer fayres, are always widely supported by the local community and it is good to see the children acting as hosts to visitors.

We enjoy close ties with the local church and are fortunate to be able to welcome the vicar into school to take collective worship each term. Harvest Festival, carol concerts, nativity plays, monthly class values assemblies and other gatherings are regularly held in school.

To help the children become aware of their part within the wider community, we also enjoy visits from people, from varying walks of life, who come to tell the children of their experiences.

Raising money for charity is an important part of school life. This helps remind children of those whose lives may be very different from their own; an important lesson in today's society. Money is raised in many ways including sponsored runs and special enrichment days.

## **16. OTHER INFORMATION**

### **CHARGING POLICY**

Parents will be asked to make a contribution towards specific activities such as planned educational visits and journeys. The 1988 Education Act requires that all contributions made by parents to the school for activities during the school day involving their children be made on a voluntary basis. A child will not be excluded from taking part in the activity because their parents cannot, or will not, contribute. If insufficient voluntary funds are collected it may be necessary to cancel any such activity.

Please come and speak to the Head Teacher if you experience any difficulties in making a contribution.

### **HOLIDAYS**

The school follows the strict guidelines issued by the Local Authority and Educational Welfare Service. Please avoid taking children out of school during term time for holidays. Authorised absence will only be granted due to EXCEPTIONAL circumstances. If children take holidays in term time, the register will show that as unauthorised absence; this will then be queried by the Education Welfare Officer for the Local Authority and you may be contacted.

For your child to make the best possible progress, it is important that he or she achieve maximum attendance. We strongly advise against taking family holidays during term time.

### **COMPLAINTS PROCEDURE**

Any concerns or complaints expressed by parents about the school should be dealt with immediately through informal discussions with the Head Teacher. If the situation remains unresolved the Chair of the Governing body (c/o the school) should be contacted. The schools complaints policy outlines the procedure.

### **CHILD PROTECTION**

Children cannot learn unless they feel safe and secure. We have a child protection and safeguarding policy which reflects both our statutory duty and our pastoral responsibility towards our children. The designated teacher for child protection at Dover Down Lower School is the Head Teacher. Any concerns may be discussed with her.

### **NEWSLETTERS**

Newsletters are monthly and are available on the website unless you have requested a paper copy. These give details of coming events and keep parents informed of any school news and diary dates. The Dover Down Parent Teacher Association and Dover Down Football Club also issue newsletters to keep parents informed of forthcoming events.

## **EMERGENCY HOME AND CONTACT NUMBERS**

Parents must ensure that the school office has home and work telephone numbers, plus any other numbers, for example mobiles, in case we need to contact you in an emergency. The school also requires two further numbers of a relative or close friend who would be willing to take responsibility for your child should you not be available.

**Please notify the school immediately of any changes in these details.**

## **ABSENCES**

Please telephone the school office before 9am (01525 377233) on the first day of your child's absence from school. This information is recorded in the class register. If your child has had diarrhoea and/or vomiting he /she must be kept off school for 48 hours from the last episode of diarrhoea or vomiting.

It is a legal requirement for schools to record all authorised and unauthorised pupil absences.

**If you need to collect your child through the day please report to the office so he/she may be signed in or out of school.**

N.B. The registers are closed at 9.15am. Any child arriving in school after this time will be marked as unauthorised but on site, to ensure safety in cases of a fire.

## **LOST PROPERTY**

Doverly Down encourages an attitude of individual responsibility in its pupils, therefore each classroom has in essence/ taking care of your own belongings/ as one of their class rules.

Unfortunately, despite this there are still instances of lost property at Doverly. Lost property is collected in a central location and Children and Parents are always directed to this in the first instance. Similarly Lost property will be displayed on occasions in a further attempt to reunite the owners with their belongings. Any items remaining unclaimed at the end of the year will be disposed of appropriately (second hand school uniform sale, Starlight Clothing Bank in the car parking area, Charity Shop etc). In our quest to minimise the amount of lost property we ask that parents name all items of clothing and also to make you aware that the school cannot accept responsibility for personal items brought into school as we are not insured for your property. For their own security, children are discouraged from bringing any items of value, such as jewellery, mobile phones or any other electrical gadgetry in to school. Children are made aware that should they discover any object of value it must be handed in at the school office.

**Lost Property: all items of clothing should be clearly marked with your child's name.**

## **HEALTH AND SAFETY**

**Fire procedure:** Notices displayed throughout the school.

**Security:** Doors are closed during the school day and open from the inside only. The front door has a security device attached. The school site has CCTV in all locations.

Dogs, (with the exception of guide dogs) are not permitted in school grounds.

**Playdale Equipment: This equipment must not be used before or after school hours, unless specific permission has been given by the Head Teacher.**

Valuables in school: please **do not** allow your child to bring any valuables into school these include, electronic toys, personal radios or mobile phones.

Smoking: is not permitted on the school site (including e-cigarettes).

Alcohol: may not be consumed on the school site (unless at a social event – with permission from the Hedateacher).

## **HEALTH ISSUES**

For Children with disabilities the usual admission arrangements apply. The school will modify the arrangements according to the needs of the child. There is wheelchair access to both sides of the school and only one internal step. There is a disabled toilet near the school office, a private child's cubicle can be made available if there is special need for one.

### **When your child is unwell:**

at home: Phone as soon as possible or send a note on the child's return.

at school: You will be contacted by phone to collect your child.

Hay fever/Asthma/Verrucae: Please inform the school of individual needs. This is particularly important since the outbreak of COVID-19

**Medicine in school:** The school may not administer medicine bought over the counter. Exceptions may be granted with doctor's prescriptions, bearing in mind a sick child should really be at home. In this case the parent will be required to complete an 'administrations of medicine' form. Parents must supply children's own Ventolin inhalers, spacers, Epipens or Jext pens to be kept in school.

**First aid in school:** The school has a number of people who hold full first aid certificates, which are regularly updated. Please note that the school is not allowed to apply creams or antiseptics to any child.

**Accidents in school:** Parents will be notified of any head injury sustained. Parents will be contacted by telephone if their child sustains a significant injury: especially if the child is distressed. Notes will be sent home for any injury requiring first aid.



## **School Uniform**

### **GIRLS**

Grey pinafore dress/skirt (knee length)  
Long grey trousers/grey short trousers  
Royal blue sweatshirt or cardigan with school logo  
White/sky blue polo shirt  
Royal blue fleece with school logo (optional)  
Royal blue reversible jacket with school logo (optional)  
White/grey/royal blue tights/socks  
Royal blue ski hat 100% acrylic with school logo (optional)  
Royal blue fleece beanie with school logo (optional)  
Black shoes (no heels)  
Royal blue book bag with school logo

### **Optional uniform for Summer term**

Royal blue/white gingham summer dress  
Grey shorts  
Traditional style sandals black, brown or navy blue (**NO** open toes or heels should be worn)  
Baseball cap with logo

### **BOYS**

Grey long trousers  
Royal blue sweatshirt with school logo  
White/sky blue polo shirt  
Royal blue fleece with school logo (optional)  
Royal blue reversible coat with school logo (optional)  
Grey socks  
Royal blue ski hat with school logo (optional)  
Royal blue fleece beanie with school logo (optional)  
Black shoes  
Royal blue book bag with school logo

### **Optional uniform for Summer term**

Short grey trousers  
Traditional style sandals black, brown or navy blue (**NO** open toes)  
Baseball cap with logo

### **PHYSICAL EDUCATION (Boys and Girls)**

Royal blue silky shorts  
Royal blue/black jogging bottoms  
Royal blue tee-shirt (optional logo)  
Black plimsolls  
Trainers Y1-Y4  
Fleece  
Bands to tie back long hair  
P.E. Bag with logo (optional)

### **P.E Kit should be kept in school at all times, in a clearly named drawstring bag (with logo-optional)**

**No jewellery of any kind is allowed** (if your child has pierced ears the studs may only be worn for the first 6 weeks and must be taped over for P.E.)

**A pair of wellingtons**

**All clothing and accessories must be clearly marked with the child's name.**

**School uniform can be purchased from:**

**WEAR 2 SCHOOL**

63 North Street, Leighton Buzzard Beds LU7 1EQ Tel: 01525 373030

[www.wear2school.co.uk](http://www.wear2school.co.uk)

**OR**

**MYCLOTHING**

[www.myclothing.com](http://www.myclothing.com)