



Mickleover
Primary School

2024/25
Brochure



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Headteacher's Welcome

Welcome to our community, to your community.

At Mickleover Primary School we see each of our children and each of our families as unique, as special, as partners in a journey. A journey that will see your child achieve their potential, whilst also becoming part of our story, our legacy and ultimately, our heritage.

At Mickleover we believe in opportunity for all, in excellence and collaboration. We have a long and proud history, which is underpinned by our incredible team of educators and support staff, who work hard to provide an outstanding learning environment rich in academic rigour and enriched with rounded and diverse opportunities. An environment designed so that each child can find a passion, a talent, a sense of aspiration and of value.

I am proud to be the Head of Mickleover and have seen generations of children pass through our gates, each leaving their mark, going on to thrive in the next phase of their lives; I am honoured to work in a school so rich in happiness, hard work and care.

By ensuring that we deliver a broad, balanced, rigorous and inspiring curriculum; rich in experiences and taught by excellent educators. Every child is encouraged to do their best, to develop and celebrate their unique strengths and interests.

We are a school rooted in our past but driven by the future, and to that end, we strive to ensure that our children develop skills, knowledge, and attributes for life.

We are a school delighted to be at the centre of our community and to that end, we ensure that our children are at its heart, so that they can see emerging roles for themselves as active citizens in our locality and in the dynamic world beyond.

We look forward to working with you, so that together, we can succeed in developing your child, their sense of value, aspiration, and achievement.

Mrs Lynne Gerver



Mickleover Primary School

Our vision is to create a community where we are:

Motivated to Learn

Proud of our Achievements

Successful and skilled for life



Governing Body

Chair of Governors

Dr Stephen Handsley - Co-opted

Vice Chair & Chair of Personnel Committee

Mrs Rachel Brailsford - Parent governor

Chair of Finance & Site Committee

Mr Peter Barker - Local Authority Appointed

Headteacher

Mrs Lynne Gerver

Staff Governors

Miss Roslyn Chee

Mr Sean Welsh

Parent Governors

Mrs Laura Chadwick

Mr Damien Gultig

Co-opted

Mr Paul Sutton



The Staff

Senior Leadership

Mrs L Gerver
 Mr S Welsh
 Mrs K Halliday
 Mrs L Powell

Headteacher
 Asst. Headteacher KS1
 Asst. Headteacher KS2
 Business Manager

Office Staff

Mrs L Price
 Mrs L Williams

Cleaning Staff

Mrs L Cole

Facilities Manager

Mr K Ratcliffe

Midday Staff

Mrs A Umar
 Mrs H Asif
 Ms P S Au
 Miss C Chau
 Mrs L Hayward
 Ms P M Kwan
 Mrs S Mahmood
 Mrs J Murray
 Miss L Perkins
 Mrs S Sharif
 Mrs E Waring
 Miss A Zamarripa

Catering Staff

Mrs E Hutchinson
 Mrs L Cole
 Miss H Lyamuya
 Mrs J Nazir

Before & After School Club

Mrs S Radford
 Mrs N Burman
 Mrs T Marinelli
 Mrs J Murray

Teaching Staff

Mrs L Backler
 Mrs S Branch
 Mrs E Clennell
 Mrs E Cochrane
 Mrs A Fasey
 Mrs R Fox
 Mrs E Harrison

Miss A Moran
 Miss L Payne
 Mrs S Sharpe
 Mrs E Tanner
 Mrs H Watson
 Mrs H Wildsmith
 Mrs K Wright

Higher Level Teaching Assistants

Mrs H Arnold
 Mrs A McNeil

Mrs Z Walker

Teaching Assistants

Ms O Begum
 Mrs E Brindley
 Mrs C Bobbin
 Miss R Chee
 Mrs P Gregson
 Mrs J Harvey

Miss L Isbern
 Mrs J Makwana
 Mrs S Penna
 Mrs S Tidbury
 Miss S Whittaker
 Mrs P Wild

Mrs J Goodwin-Boulton

Child Protection & Inclusion Team

Mrs H Coyle
 Mrs S Haynes

Mrs S Massey
 Mrs S Whitmore

The School Day

School Begins	8.55am
Morning Playtime	10.15am - 10.30am or 10.35am - 10.50am
Lunch Break	11.55am - 1.10pm (Infants) 12.15pm - 1.20pm (Juniors)
Afternoon Playtime	2.40pm - 2.50pm (Infants only)
School Finishes	3.20pm

Every effort should be made to ensure that no child arrives at school before 8.45am, after which time the gates will open and the children will go straight into class, taking responsibility for their own bag and coat. If your child arrives after 8.55am please make sure you sign them in at the school office.

At 8.45am, when the school gates open, the children make their own way round into school. There are always members of staff on duty to help you if your child is upset or unsure of something.

At the end of the day, parents wait at the front of school and the children are brought out by their class teacher, either through the gate next to the bike sheds (infants), or through the gate next to the kitchen (juniors).

Children are encouraged to come to school on their bikes and scooters, which can be stored in our cycle shelters at the front of school – please note children must walk their bikes/scooters once they come through the school gates.

Attendance

It is important to make sure that your child is present for the start of the school day. When a child continually arrives late it is very worrying and upsetting for the individual. Their general performance is affected and also there is a disruptive effect on the organisation of the class.

Regular and punctual attendance is vital in helping to ensure that each child receives the continuity of education that will aid satisfactory progress with their learning and development. We expect the fullest possible attendance.

Parents are responsible for:

- 1) Ensuring that children arrive at school no earlier than 8.45am and no later than 8.55am.
- 2) Avoiding taking children out of school during term time.
- 3) Notifying school before 8.55am if their child cannot attend.

The school will be responsible for alerting parents as soon as possible when their child is absent (and the school has not been notified). In cases of prolonged and unexplained absence, or regular late arrival for school, you will be contacted by the Headteacher or the Education Welfare Officer (Education Office). For further details of our Attendance Policy, please the school website.

Appointments

If you need to take your child out of school for any reason during school hours, please notify the school office or class teacher and arrangements will be made for you to collect them from the school office. Under no circumstances will a child be released from school on his or her own to attend an appointment.

Term Time Absence

Due to recent changes in Government policy, no term time absences will be authorised for reasons that are not considered to be exceptional such as:

- Availability of cheap holidays and cheap travel arrangements,
- Days overlapping with the beginning or end of term,
- Holidays for family weddings.

Exceptional circumstances could include serious family illness or bereavement or involvement in court proceedings.

Admission of Pupils

We operate a one point entry system for the children in Foundation Stage which precedes Key Stage 1 of the National Curriculum. The time children spend in Reception is referred to as Foundation Stage 2 (FS2). It is now recognised that the early years are a distinctive and important phase of children's development in their own right.

Consequently, it has its own special programme for learning, the Early Years Foundation Stage. Each child's progress and achievements will also be monitored and recorded in a Foundation Stage Profile and discussed with parents.

Provision will be made for a preliminary visit for all children prior to them starting school.

The maximum admission number for the Reception Year from 2019-20 onwards is 60. We have two classes in each year which means a maximum of 30 children per class.

Parents who wish their child to attend Mickleover Primary School should contact Derby City Council Primary School Admissions Team, phone no. Derby 642730, with details of their child.

Places will be allocated based on the following order of priority.

- 1) Children living in the normal area served by the school.
- 2) Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of admission.
- 3) Other children whose parents have requested a place.

Preliminary Visits

Arrangements are made to show prospective parents around the school. Please contact the school office for an appointment.

All parents of new children are requested to complete a Contact Form; this includes an alternative contact to yourself in case of emergency.

It is important that all contact details are kept fully up to date and any changes should be notified to the School Office as soon as possible.



Organisation & Teaching

The school is divided into 14 classes as shown below. Each class is made up of children with varying abilities. Within these classes, programmes of work are prepared to suit the needs of groups of children at similar stages of development and also to suit the needs of individuals within the groups. By arranging the work in this way it is our aim to ensure that each child develops at a pace best suited to his/her ability.

FS	2 Classes	Reception
KS1	2 Classes	Year 1
	2 Classes	Year 2
KS2	2 Classes	Year 3
	2 Classes	Year 4
	2 Classes	Year 5
	2 Classes	Year 6

Storage of Information on Computers

Basic information about pupils is held on the computer to assist with the efficient organisation of the school and the children's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified.

The school has registered with the Data Protection Registrar details of persons to whom they may wish to disclose information. By law, under the provisions of the Data Protection Act 2018, information may only be disclosed to other persons in accordance with this registration. The school is registered to disclose personal information to:

- 1) Family, relatives, guardians/trustees
- 2) Past, current or prospective employers
- 3) Legal representatives, doctors, dentists, other health advisors
- 4) Department for Education, Department of Social Security
- 5) Local Education Authority and Social Services

It is the policy of the Governors that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. The policy is, of course, subject to any law which imposes a duty of disclosure on the Governors and complies with the Freedom of Information Act.

If you are concerned about any aspect of personal information held on the computer, please contact the Headteacher in the first instance or write to the Information Governance Manager, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS.

Arrangements to view documents

The school holds a considerable number of documents that are available for parents to view, if they wish. These documents include L. A. and Governors' statements, Ofsted reports, policies on discipline, special needs etc. Arrangements to see documents should be made through the Headteacher.

Secondary Education

Children normally remain at this school until the end of the school year in which they are eleven, when most transfer to John Port School in Etwall, Littleover Community School, or Murray Park School.

It is important to remember that your child's designated secondary school is largely determined by your address and not the primary school he/she attends.

We have established a good relationship with our local secondary school staff, consequently the transition from primary to secondary school is relatively easy. Secondary staff visit our school and the children who are leaving, visit the secondary school during the summer term prior to transfer.



The Curriculum

A happy child will grow in confidence and fulfil his/her potential. The staff at Mickleover Primary School are committed to the total development and care of your children so that they make progress intellectually, socially, emotionally and physically. This will be best achieved through a partnership between home and school.

Our Curriculum Aims

We hope that our curriculum will enable all young people to become:

- **Successful learners who enjoy learning, make progress and achieve**
- **Confident individuals who are able to live safe, happy and fulfilling lives**
- **Responsible individuals who make a positive contribution to society.**

We have therefore designed a curriculum to encourage the development of life skills, such as independence, collaboration, problem solving etc, in your children. You can find more information about our curriculum on the website; it is located in the 'Key Information' section.

Positive steps are taken to ensure equality of educational experience for all children of both sexes and of all ethnic groups and cultural backgrounds. We are opposed to racism in any form and we try to promote tolerance and understanding in all of our pupils.

English

The school follows the National Curriculum for English which aims to promote high standards of literacy by 'equipping pupils with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment'. Our English curriculum involves spoken language, reading, spelling, grammar, vocabulary, writing and drama. English is a subject in its own right, however we recognise that reading, writing, vocabulary and spoken language are also integral in the teaching of all other subjects. By making these links to other subjects, we aim to strengthen pupils understanding and fluency of fundamental literacy skills. Subsequently, all children are given a range of experiences and purposes to make the learning journey enriching and meaningful.

From the foundation Stage, there is a strong and systematic approach to the teaching of reading using a carefully constructed and progressive phonics programme. Our children's reading is further enhanced by high quality reading materials matched to their independent reading levels and phonics ability. Furthermore, our reading curriculum takes a broad and balanced approach, full of opportunities to explore, discuss, understand and develop vocabulary. In order to do this we pride ourselves in offering a variety of reading experiences across the curriculum using varied and quality texts. Above all, we strive to ensure that every child at Mickleover Primary School becomes a lifelong reader who has a fully developed appreciation of reading and literature.

Maths

At MPS we aim to ensure that children are confident and enthusiastic in their approach to maths and have quick and agile mental maths skills. We encourage children to develop maths skills that enable them to explore and solve problems encountered in the 'outside world'. We follow a mastery maths curriculum with a focus on a CPA approach to master fluency, reasoning and problem solving. We believe that every child can achieve in maths and we adopt a 'can do' attitude. ICT is used to develop maths skills and the understanding of numerical concepts further. The majority of maths taught at Mickleover Primary School is done through a daily maths lesson, linked to the 2014 National Curriculum where children explore the key concepts of place value, number, geometry, measures, statistics and reasoning. Children are also encouraged to make links between these areas and other areas of the curriculum.

Science

The focus of our science teaching is to give children the knowledge to begin to understand the world around them and the practical skills to enable them to investigate more. We want the children to be curious scientists, with a desire to question, investigate and reason scientifically. Where possible, the subject will be taught through practical activities, exploration and investigation. The children will communicate their ideas through pictures, writing and discussion. Frequent links are made with other curriculum areas, particularly reading and writing.





Computing

The aim of our computing curriculum is to prepare children to participate in a rapidly changing world that is increasingly being transformed by developing technology. We hope that our children will use the technology at their disposal to explore, analyse, exchange and present information. They will develop their computer literacy so that ideas and experiences from a wide range of people and cultures can be quickly accessed. Our ultimate goal is that children's initiative and independent learning is increased through their school experiences. The school has a well equipped computer suite where all the children are able to develop computing skills which help enhance all areas of their learning.

Computers are used across all age ranges and subjects with particular emphasis on word processing, data handling, graphics, programming and computational thinking. By making full use of the computer suite and class based computers, our aim is to give all children confidence in using this technology as an extra dimension to their work. All children have access to the school's Learning Platform which is regularly updated with fun activities and tasks which help to support the curriculum and you child's learning. E-safety is an integral part our Computing and PHSE curriculum.

Modern Foreign Languages

Throughout the school and with a particular emphasis in Key Stage 2, our children are given the opportunity to learn a modern foreign language (MFL). At Mickleover we have chosen to teach French as our MFL, but through daily classroom routines our children are also introduced to other languages.

In accordance with statutory guidance, French is taught through the use of songs, rhymes, games and stories. These lessons further enrich the curriculum and have a strong speaking and listening emphasis, helping children to develop key skills that can be used in other areas of the curriculum.

The aim of these lessons is to familiarise the children with the sounds of the French language as well as the culture and traditions of France. We hope that through these activities our children will enjoy listening to and speaking in French, and will be able to listen and respond to familiar words, phrases and sentences.

Music

Music should be an enjoyable and exciting experience for pupils at MPS. Children participate in a range of musical experiences, building up their confidence at the same time. They develop their understanding of rhythm and pitch and learn how music is structured, as well as learn technical vocabulary for these elements. As children's confidence builds, they enjoy the performance aspect of music. Children experience listening to music from different cultures and eras as well as from a range of different composers. We also aim to offer extra curricular activities, such as our KS2 choir MPS Voices and external music tuition in order to ensure our pupils are able to pursue their passion and interest, musically.

PE

Physical Education develops pupils' physical competence and confidence in a range of physical skills. In the FS and KS1 curriculum, children focus on the fundamental movement skills, enabling them to develop their control and coordination in a variety of activities through games, gymnastics and dance. As the children move into KS2, these skills are further developed and applied to a range of sporting games eg netball, football and orienteering. Physical Education provides opportunities for pupils to be creative, competitive and to face up to different challenges as individuals and in groups and teams. It also promotes positive attitudes towards active and healthy lifestyles.

The school offers considerable opportunities for children to experience and enjoy many sporting activities both within the curriculum and through extra-curricular activities. Staff organise midday and after school clubs, inter-school and intra-school games and arrange for coaches and sports specialists to help with teaching. There is a well-equipped hall with PE apparatus and a spacious sports field.

We encourage active playtimes through providing a range of equipment for the children to play with. At lunchtimes a team of mini leaders lead games with the infant children.

History

History fires pupils' curiosity about the past in Britain and the wider world. Pupils consider how the past influences the present and what past societies were like. As they do this, pupils develop a chronological framework for their knowledge of significant events and people. They engage in historical enquiry to find answers to questions about the past.

Geography

Our pupils explore and investigate the area in which they live as well as undertaking studies that enable them to develop an appreciation and understanding of the variety of physical and human conditions on the Earth's surface. In addition there are opportunities for pupils to enquire into important issues concerned with the quality of the environment, the use and interpretation of maps, knowledge of places and environmental features. Wherever possible these experiences are provided through educational visits, visitors into school and work in the field .

Design & Technology

The new national curriculum for design and technology aims to ensure that all pupils develop the creative, technical and practical expertise needed to perform everyday tasks confidently and to participate successfully in an increasingly technological world. At MPS, we aim to provide creative and practical based activities where children can build and apply a repertoire of knowledge, understanding and skills in order to design and make high-quality prototypes and products for a wide range of users. The children are encouraged to critique, evaluate and test their ideas and products and the work of others. Our DT curriculum also includes aspects of food preparation, nutrition and cooking. The children learn about a healthy and varied diet, where food comes from and seasonality.

Art

It is our intent at Mickleover Primary School to provide pupils with a high-quality art curriculum, which develops creativity, sets challenges, engages and inspires children and equips them with the knowledge and skills to experiment, invent and create their own works of art, craft and design.

We see art as a vehicle for creativity and individual expression. It is important to the development of pupils' well-being, appreciation of the world and understanding and empathy of others. We aim to give all children the confidence to express themselves through a range of chosen mediums. Our curriculum provides children with an opportunity to experience all art forms. Opportunities to practise art and design techniques when using colour, pattern, texture, line, shape, form and space are embedded across the Art curriculum through the use of individual sketchbooks. They explore a variety of key artists and their styles including the development of their particular art forms. The children will have opportunities to take inspiration from these key artists and create their own artworks.

RSHE (PSHE)

At Mickleover Primary School, we want all of our children to grow up healthy, happy, safe, and able to manage the challenges and opportunities of society. Our pupils need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way.

At Mickleover Primary School, our Relationships Education curriculum puts in place the building blocks that our pupils need in order to develop positive and safe relationships, including with family, friends and online. We teach our pupils what a relationship is, what friendship is, what family means and who can support them.

Our Health Education curriculum aims to give our pupils the knowledge and skills they need to make good decisions about their own health and wellbeing, to recognise issues in themselves and others, and to seek support as early as possible when issues arise.

Our Sex Education curriculum is based on the statutory primary science curriculum. We do not teach pupils sex education beyond what is required of the science curriculum. Our lessons are taught through our curriculum Science units and through the Growing Up and Changes units for PSHE. Year 4 girls have a 'periods talk'. In Year 5, pupils are taught in single gender classes about the changes their bodies are and will be going through as they begin to mature into adolescence. In Year 6, this work is recapped and pupils learn about the changes that the opposite gender will go through. This is also completed as single gender classes.

Our Relationships and Health Education is taught throughout the whole school curriculum. This includes within Personal, Social, Health Education (PSHE), Science, PE, Computing and some aspects are included in RE. We also offer a wide range of activities and experiences beyond the curriculum in which our pupils contribute to the life of the school, the community and the society.



Religious Education

Religious education is part of our curriculum. Although it is predominantly Christian in approach, the other five major world religions and humanist beliefs - are also taught, enabling our children to understand the world around them.

Through classroom teaching and school assemblies, pupils are encouraged to reflect upon aspects of human life and the natural world which raise questions of ultimate meaning and purpose. Central elements of the Christian and other major faiths are introduced to our pupils through stories, ceremonies, festivals and moral codes.

There is an emphasis on stories of people past and present whose lives have set good examples, and stories which communicate religious ideas about the origin and purpose of the world.

During some part of each day there is a corporate act of worship.

If you feel unable to allow your child to take part in RE lessons or assemblies then you have the right of withdrawal. Please contact the Headteacher if this is the case.

Parents & Teachers

We endeavour to maintain a very close parent/teacher relationship in school. It is very natural that you should wish to be kept informed of your child's progress. We do this through "Parent Meetings" held twice a year. An annual written report is sent to parents and the results of tests at the end of each Key Stage are also communicated to parents. (Please note that at the end of Key Stage 1, this is teacher assessment.) In addition the staff will make themselves available when you have a particular problem to discuss relating to your child. It is helpful if you give prior notice of your visit, unless it is only a very brief word that you need. If you have particular problems concerning your child, we are willing to discuss these after school on most evenings.

Encouragement is essential. If you want to help your child at home, come in and ask if you are puzzled or if you want to understand more. It is important that your child should not get muddled by two different methods of teaching. We would be delighted to explain how we do it at school. Letters, newsletters and curriculum letters are sent out at regular intervals informing parents of project work and general organisation. This is all part of our policy to keep parents as fully informed as possible.

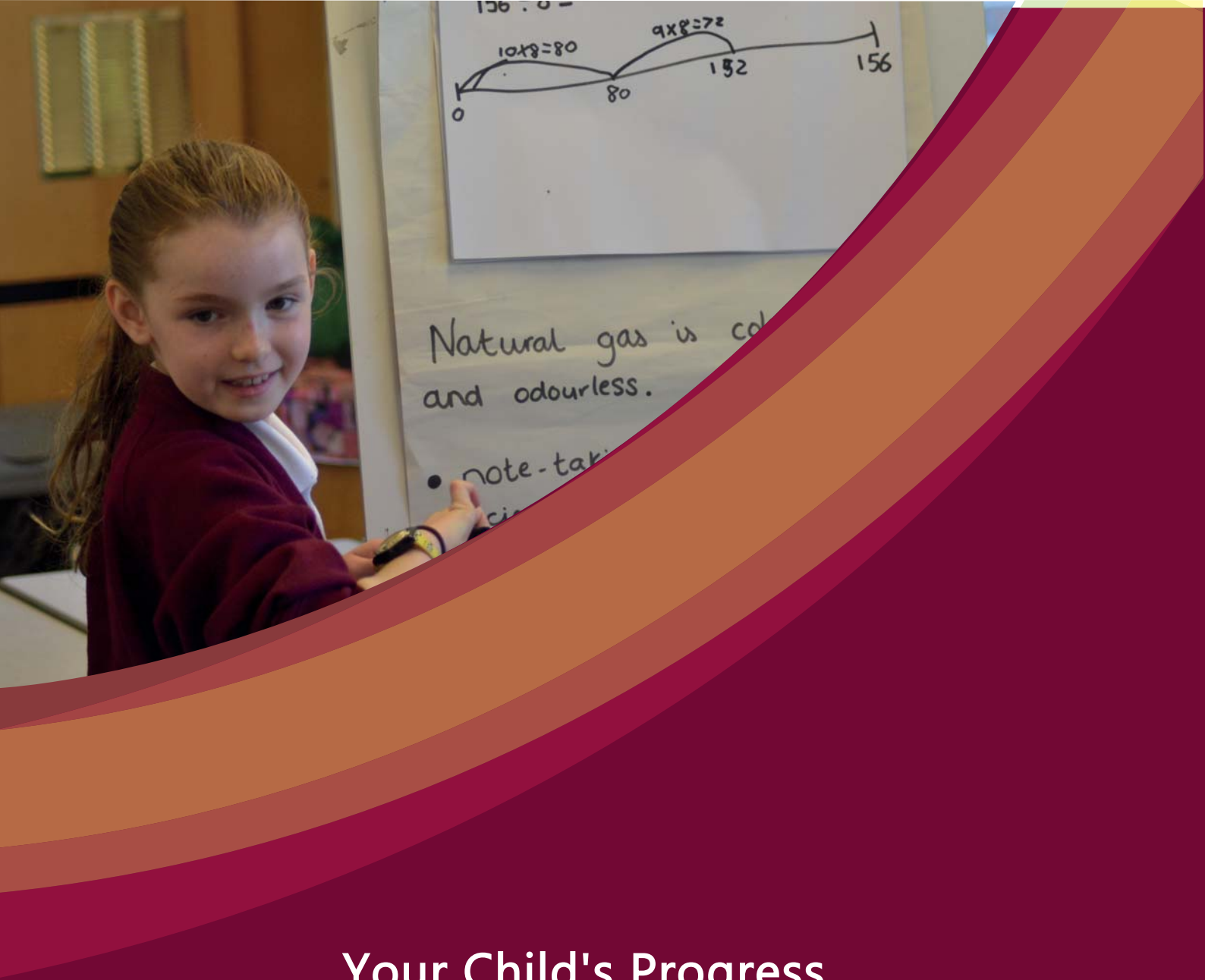
Parent Help

Many of our parents help in school during the day - sometimes helping in lessons, cooking, listening to readers, displays, library and sports. If you would like to help in any way please let us know. We are always in need of an extra pair of hands.

Behaviour

We aim to maintain a friendly atmosphere throughout the school and promote an attitude of mutual respect and care for others built on an understanding of everyone's worth as an individual. We are committed to providing high quality education. This means promoting positive attitudes and behaviour so that pupils become responsible for their own actions and increasingly independent members of the school community. Positive behaviour management uses rewards and sanctions to achieve an ethos of kindness and co-operation through the acknowledgement of the school promises and high expectations that these are upheld. Each class is in the charge of a class teacher who deals with day to day behaviour issues which arise within the classroom or on the playground. If problems persist, or are more serious, then they are referred to Mrs Halliday or Mr Welsh, our Assistant Headteachers. Matters of serious concern will be referred to Mrs Gerver.

Parents of those pupils whose academic achievement or behaviour is causing concern will be informed immediately and invited to school to discuss the situation. Procedures for dealing with behaviour problems are worked out for each individual case but might involve the withdrawing of privileges, for example loss of playtime, or being put "on report". Serious instances of unacceptable behaviour or failure to improve whilst "on report" must be reported to the Governing Body and could result in the suspension of a pupil. It is not often that bullying takes place in school, but if this does occur, we need to be informed immediately. We encourage our children to tell a friend or an adult if they have a problem. If you would like to see the school's Behaviour or Anti-Bullying policies, please see the school website.



Your Child's Progress

This will be measured in a number of ways:

- 1) We shall maintain internal records
- 2) Teachers will carry out regular assesment
- 3) Your Child receives regular targets for Maths & English
- 4) There will be National tests known as Standard Assessment Tasks. Progress in the core subjects will be measured against national standards at the age of 7 (KS1) and 11 (KS2).

Before & After School Clubs

Our club team is managed by Mrs Radford, and is set up to provide a wide range of play opportunities for children aged 4 – 11 years, which allows the children to develop good social skills with others at different age and development stages.

During your child's time our Club they will have the opportunity to free choice play as well as take part in activities, which are planned in consultation with the children.

Children have a choice of foods at breakfast and for after school snack, the drinks and food offered are in line with the schools healthy eating policy and the School Food Standards.

Before School Club is 7.45-8.55am £6.00 per session

After School Club is 3.20-6.00pm £10.00 per session

You will receive a monthly invoice which must be paid in full before the start of the month. Payment should be made online via Tucasi/Scopay, see information on our website. We also accept a wide range of childcare vouchers. If you pay for childcare, using childcare vouchers, it can save £1,000s a year in tax. These vouchers - available via a special Government scheme and operated through employers - allow you to pay for childcare from your PRE-TAX salary. Ask your employer for more information.

The children are cared for by a qualified team of staff that ensure a quality, safe and affordable childcare provision within a happy and friendly environment. We work alongside the school with its support network and facilities to ensure consistency in meeting children's individual needs. Please contact the school office if you require any additional information.



Special Needs

A member of staff is responsible for co-ordinating the special needs of children throughout the school and works closely with our Inclusion Manager. An annually elected governor is also responsible for ensuring that the school's arrangements to meet the needs of all children with special needs are satisfactory.

Our aim is early identification and assessment. Those children with identified special needs are taught in their own mainstream class with additional support where possible, both from teaching and non teaching staff. Please refer to our SEND policy and School Offer available via our learning platform or website, for further information.

An active, working partnership with parents is essential so that everyone's views, knowledge and experience can be pooled for the benefit of each child.

We are a fully inclusive school and aim to integrate all children into the academic and social life of the school so that they feel enabled to achieve their full potential. Please see both our Accessibility Plan and Policy, available via our website or the school office, for further details. In school we have disability ramps to ensure easy access to our buildings and 2 disabled toilets.



Safeguarding

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 Derby and Derbyshire Safeguarding Children Partnership and inform Social Care of the concern. If you want to see the school's Child Protection or Looked After Children Policies, please see our school website.

Equality

Positive steps are taken to ensure equality of educational experience for all children of both sexes and of all ethnic groups and cultural backgrounds. We are opposed to racism in any form and we try to promote tolerance and understanding in all of our pupils.

School Uniform

Part of a school's image depends on the appearance of its pupils and for this reason we expect the wearing of school colours:

- maroon cardigan /pullover/ sweatshirt
- white shirt or polo shirt
- grey/black trousers or skirt
- Girls - pink or maroon, check or stripe dress during the summer (if preferred)
- Boys – grey shorts during the summer (if preferred)
- black, flat shoes, both for winter and summer (NB white or dark coloured sandals may be worn)

It is important that children wear appropriate footwear suitable for indoor and outdoor use. We therefore ask that trainers are only worn for outdoor games activities and that if children come to school wearing boots or trainers that they have school shoes to change into.

Sweatshirts, cardigans and polo shirts can be purchased through any of our suppliers, contact details can be found on our website. PE bags and water bottles can be purchased through our school office. It is essential that all items of clothing and footwear are clearly marked with a name.

Wearing Of Jewellery & Earrings

The children should not wear any form of jewellery since it can be lost or damaged. Earrings can be dangerous during such activities as PE and games. They must be removed for these lessons. If your child cannot remove their own earrings, then you must ensure that they are taken out before coming to school on PE days. We cannot accept responsibility for accidents caused by the wearing of jewellery and earrings. If children have pierced ears and have to wear earrings at school, only small, plain studs are allowed. (Please note that this does not include 'fashion' studs)

PE kits

Children will come to school in their PE kit on their 2 PE days. The PE kit is:

Infant children - Reception, Year 1 & Year 2

Plain white t-shirt

Blue or black PE shorts for indoor PE

Plain blue, black or grey joggers to wear during the day and for outdoor PE

School sweatshirt or school hoodie must be burgundy .

Junior children - Year 3, Year 4, Year 5 & Year 6

Plain PE t-shirt in their house colour. Team colours are:

Bakewell - yellow

Buxton - red

Ashbourne - royal blue

Castleton - emerald green

Blue or black PE shorts for indoor PE

Plain blue, black or grey joggers to wear during the day and for outdoor PE

School sweatshirt or school hoodie must be burgundy .



Health

If you have any concerns about your child, then we can contact the school nurse and arrange an appointment for your child within school time.

Be quite sure that your child can see and hear well and that any speech difficulties are not the result of a loss of hearing. If you have any doubts, discuss them with your doctor well before the time for starting school. Should there be any difficulties please tell us when your child joins us so that we can keep them in mind when dealing with him/her in the classroom.

Health & Safety

The safety of your children is taken very seriously. An appointed member of staff acts as the health and safety representative carrying out regular safety checks. Items of equipment, particularly electrical, are tested frequently. Fire drills are carried out regularly. The majority of staff, both teaching and non teaching, have undergone some basic first aid training. We also have two fully trained first aiders on site and a number of paediatric first aiders.

Infections & Medicines

Administering of medicines

There are two main sets of circumstances in which requests may be made to the Headteacher to deal with the administration of medicines to pupils at school. These are:

- 1) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- 2) Cases where children are recovering from a short term illness, but are well enough to return to school. Eg antibiotics

Please refer to the school's policy regarding the administering of medicines. Wherever possible, prescribed medicines should be administered by parents out of school time. Where this is not possible and the Headteacher agrees to accept responsibility for the administering of medicines to children, the following safeguards should be followed:

- 1) A Doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage.
- 2) The medicine **MUST** be brought into school by the parent or guardian, **NOT** the child.
- 3) Medicines must be clearly labelled with the **CONTENTS, OWNER'S NAME AND DOSAGE**. If at all possible, a single dose should be sent in a clearly labelled bottle.
- 4) A form, available from the school office, must be signed by the parents/guardian giving permission for the medicine to be administered and giving clear instructions regarding dosage.

Please Note

If your child shows symptoms of illness please do not send him/her to school as infections spread rapidly. A little discretion can prevent wholesale illness.

Under no circumstance should children be allowed to bring paracetamol or aspirin into school. Your co-operation with this most important part of our school organisation is most essential. If your child is receiving medical treatment and is taking medicine then he/she is probably better off at home. However, your doctor may agree to a return to school whilst antibiotics are being taken. Please keep us informed about the health of your child. If your child is absent through illness we ask that you inform the school office before the start of the morning session, explaining the circumstances. If no phone call is received then we will make a phone call to ensure that your child is not supposed to be attending school on that day.

Injuries

Children injured at school are treated according to the severity of the injury. If the injury is serious then parents are informed and arrangements made for the child to be taken to hospital.

School & The Community

Mickleover Primary School has a "Friends of the School Association" FOMPS which is open to all parents, teachers and governors. A committee is responsible for arranging a number of fund raising and social activities throughout the year. We see ourselves as part of the Mickleover community and as such are pleased to welcome anyone, regardless of age, into our school.

Whenever possible we invite parents, relatives, friends and senior citizens to functions like plays, concerts, fairs and special services such as Christmas and Harvest Festival. We value the contributions that the community makes to our school.

Safety

In order to maintain a safe environment for our children we request parents strictly adhere to the following guidelines:

- During the working day please enter school through the main entrance and report to the school office.
- Having reported to the office, please wear an identity badge if you remain on the premises.



School Meals

We have a “whole school approach” to encouraging good diet and nutrition and as such have a healthy school policy in place. This is supported by our dedicated on site catering team lead by Mrs Hutchinson our catering manager. We offer a varied selection of hot and cold lunch options using locally sourced and seasonal produce that is then prepared and cooked on site ensuring the highest standards of freshness, quality and nutritional value. Please refer to our website to access our current menu.

We promote a relaxed and fun dining experience where students are actively encouraged to try new things. Our menus are changed seasonally and students are always involved in this process through our School Food Council.

Under a government initiative, fresh fruit is supplied at break times each day for all our Infant children. Children in the Juniors may bring fresh fruit or dried fruit to eat at break if they wish.

Children are encouraged to bring the school’s water bottle into school each day so they can drink water at regular intervals. Water bottles can be purchased from the school office. Please note that during lesson time, only water may be drunk, so please help us by sending the bottle ready filled.

As a Health and Safety issue, and also in line with our Healthy Eating Policy, we do not allow the bringing of ‘treats’ e.g. sweets or cake to share after birthdays and holidays. We are a Nut Free school, please be mindful of this when sending in a packed lunch from home eg. no peanut butter sandwiches.

The daily cost is currently £2.50. All dinner money for the week should be paid advance using the online Tucasi/Scopay system.

The catering manager needs to know the number of children she is catering for by 9.30am each day. If your child is going to be late, for example attending the dentist, please tell the class teacher the previous day, or phone and leave a message on the answer machine.

If you think your child may be entitled to free school meals, please come into the office and we will help you access the necessary forms.



Extra Curricular Activities

Our staff provide a variety of lunchtime and after-school extra curricular activities covering sports, music and art. The activities on offer change with the time of year and children are kept informed of what is currently available. These activities (organised by teachers and other volunteers in their own time) are voluntary, but the child is expected to attend regularly once they have joined.

Activities may include; gymnastics, cricket, football, netball, recorders, athletics, short tennis, choir, and art.

Sometimes there may be a small charge for extra-curricular activities in order to provide the necessary materials, or if an outside coach is running the session.

Homework

Homework is set for all year groups, although in the early years this will mainly be reading. As the children progress through school, more formal homework is set, including the learning of spellings and times tables. Please see the website for our Homework Policy.



Parents' Voluntary Contributions

The Governors recognise that the school, in partnership with parents, provides an interesting and varied curriculum. The willingness of parents to provide materials, ingredients and help towards the cost of visits enables the school to reach out beyond the classroom. Pupils benefit enormously from these exciting opportunities which provide a great stimulus and understanding for what is being taught.

Regulations require that payment in cash or kind for activities in school is voluntary and pupils not contributing must be included in activities open to their peers.

The restriction on charging for school activities does not in any way prohibit or restrict the school from seeking voluntary contributions in support of a school activity and it is also clear that the school is not bound to pursue a proposed activity if parents are reluctant to support it.

The school will continue in its endeavours to provide, with voluntary help from parents, an interesting and varied curriculum for its pupils - your children.

Under the Education Reform Act 1988, schools are required to have a charging and remissions policy. Mickleover Primary School's policy available on the school website.



Visits & Visitors

Every class in the school is involved in a number of educational visits each year. These visits may only be a few hundred yards from school and carried out on foot, or alternatively they may be many miles, travelling by coach. These visits are never designed to be just “a day out” and are always risk assessed before the day of the visit. A great deal of thought and effort goes into the preparation and follow up work for these visits, which are normally arranged to supplement the work already being undertaken in the classroom.

From time to time we are able to bring into school people from the local community to:

- talk about their work, e.g. fireman, policeman etc;
- talk about an event in the community;
- talk about road safety;
- perform a play;
- perform pieces of music.

Raising Concerns

From time to time parents, and others concerned with the school, will become aware of matters that cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure". This has been devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

Most problems can be resolved through a meeting with your child's class teacher and this can be arranged through the school office. However, if this does not resolve the issue, full details of the School Complaints Procedure can be found on the school website.



Holidays

The school holidays for 2024-25 are as follows:

Autumn Term 2024

Term Begins	Wednesday 4th September
School Closes	Friday 25th October
School Opens	Monday 4th November
School Closes	Friday 20th December

Spring Term 2025

School Opens	Monday 6th January
School Closes	Friday 14th February
school Opens	Monday 24th February
School Closes	Friday 4th April

Summer Term 2025

School Opens	Tuesday 22nd April
School Closes	Friday 23rd May
School Opens	Monday 2nd June
School Closes	Thursday 24th July

Inset days	4th September
	25th October
	20th June
	23rd June
	14th July





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