



**VILLAGE PRIMARY  
SCHOOL  
& NURSERY  
2017-2018**



## School Contact Details

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## Dear Parents and Carers

Welcome to Village Primary School.

We are very proud of our school.

It was purpose built and opened in 2008 with many 'eco' features such as harvested rainwater to flush toilets; a sedum roof to absorb carbon dioxide; a bio mass boiler using wood pellets and light reflectors for security lighting.

The school is set in attractive grounds and our children use the latest I.T. technology. We are also very proud of our staff who are committed, caring, well qualified professionals who work together to ensure that we are a school without failure, where all children thrive in a caring respectful environment and leave us having identified

talents, skills and intelligences through which they become whatever they want to be.

In September 2012 we formed a federation with Alvaston Junior School and governors and staff started working across both schools.

Children at Village Primary School achieve great test results in their end of key stage 2 [year 6] tests. Many of our progress rates exceed the national average. Details of our school performance can be seen at:

[www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance)

We are also very proud of our pupils' fantastic behaviour, which is frequently commended by visitors to the school and members of the public on school visits.

We were delighted when in October 2012 Ofsted visited the school and recognised the many positive features of our provision. The school was graded 'good' in all areas and our 'getting to outstanding' plan is focusing our development work to ensure we achieve an overall 'outstanding' grade at our next inspection.

A copy of the latest Ofsted report can be found at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

To keep you informed about what's happening in School we publish a newsletter on our website: [alvastonjandvillagefed.co.uk](http://alvastonjandvillagefed.co.uk)

We are all looking forward to working with you.

Jane Green  
Head Teacher

## School Aims

For the children in our school -

1. To enjoy coming to school every day and to achieve all their learning targets.
2. To have a healthy lifestyle now and in the future.
3. To be safe and well cared for at school and at home.
4. To be good citizens and friends and to care for our environment.
5. To keep on learning forever and have a fulfilling and responsible lifestyle.



## Helping your child before they start Nursery and School

Please encourage your child to:

- Speak clearly and ask for what they need, using 'please' and 'thank you'
- Go to the toilet alone, flush the toilet and wash their hands
- Know their full name and where they live
- Clear up toys and equipment after use
- Share toys and equipment and take turns
- Use a knife, fork and drinking straw
- Be away from parents in the care of others for a few hours
- Answer questions with words rather than shrugs and nods
- Do up and undo any fastenings on clothes
- Sit and listen to a story
- Handle and enjoy books
- Hold a pencil and crayons

# Foundation Stage

## Admission Arrangements

Children are admitted in to **Foundation Stage One**, for 15 hours per week. We offer either

- a) Monday 08:45 - 3:15
- Tuesday 08:45 - 3:15
- Wednesday 08:45 - 11:45

Or

- b) Wednesday 12:30 - 3:30
- Thursday 08:45 - 3:15
- Friday 08:45 - 3:15

If you need to collect your child early please arrange this with a member of staff.



When they start, children usually visit for one hour with the parent/carer on day one. On day two they stay alone for one hour and on day three for the full session. If your child needs more time to settle in, this can be arranged.

## 2 Year Olds

We have a small number of free places in our Foundation Stage 1 for two year olds. Please speak to a member of staff for details.

## **Foundation Stage 1 Lunch and Snacks**

Two year olds: We ask for a voluntary contribution of £1 per week for snack. All two year olds are entitled to a free school meal.

Three year olds: We ask for a voluntary contribution of £1 per week for snack.

Children who are entitled to a Pupil Premium Grant receive a free school meal. All other children pay £1 per day for lunch.

## **Foundation Stage Two Admission Arrangements**

Children are usually admitted into **Foundation Stage Two** in the school year that they are five years old. The hours are 8.45am to 3.05pm. If you need to collect your child early please arrange this with a member of staff.

## **Snacks and Drinks**

Children are given milk and fruit each session. Sometimes we have other food items for snack. We ask for a £10 donation

to cover the cost of this, and for cookery session ingredients for the whole year. (All children in Foundation Stage 2 are entitled to a free school meal).

## **Learning in the Early Years Foundation Stage (EYFS)**

Children will learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outdoors.

We plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals.

Children should mostly develop the three **prime** areas first. These are:

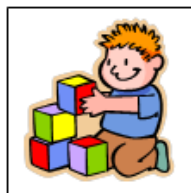
- Communication and Language
- Physical Development
- Personal, social & emotional development

As your child develops they are also supported through the four **specific** areas.

These are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These seven areas are used to plan your child's learning and the teachers will make sure that the activities are suited to your child's individual needs.



## Clothes

Please send your child in washable comfortable clothes so that they can have fun and be independent when going to the toilet. Children are usually able to use the toilet independently when they start nursery. Please speak to a member of staff if your child has any toileting problems.

Your child will spend some time outside during each session, so please send warm clothes whenever needed and make sure they have sensible footwear.

## Keeping Parents and Carers Involved in Foundation Stage 1 and 2

We want you to feel involved and valued as we work in partnership to give your child the best possible educational start in life. To help us work together Foundation Stage Unit staff are always available to answer any questions and will be keen to hear any information you have for us. You will be offered a consultation appointment in the autumn term and a written report with the option of a consultation in the summer term. We will also send regular letters home to keep you informed about the things happening in school and you will be invited to events in school.



## Key stage One and Two

### School Curriculum

At Village Primary School we provide a curriculum which is exciting, stimulating and challenging. We work with you to identify and develop your child's skills, talents and interests to ensure they achieve their potential.

At Village Primary School we foster British values which are embedded in our school motto.

We promote -

**T**olerance and harmony by learning to appreciate the cultures and beliefs of others.

**E**quality and respect by learning to treat everyone as an equal.

**A**chievement by always working hard so that we achieve our potential.

**M**otivation by always aiming high and wanting to do better.

**T**ogether **E**veryone **A**chieves **M**ore



TOGETHER  
EVERYONE  
ACHIEVES  
MORE



# We want children to:

Develop their talents & skills in all

Value themselves and relate

Choose a healthy lifestyle

Be independent



Have essential skills in literacy

Be creative, inquisitive and resilient

Respect themselves & each other

Care for their local & global environment

## **Subjects Taught**

In Key Stage One, children are taught Literacy, Numeracy, Science, Information Communications Technology (ICT), Religious Education, Personal, Social, Health & Citizenship Education, Physical Education, History, Geography, Music, Design Technology and Art and Design.

In Key Stage Two, these same subjects are also taught and so is French:

## **Trips and Visits**

We regularly take the children on educational trips and visits and parents are asked to make a voluntary contribution towards the cost of these visits. We will write and let you know what times your child is out of school and where they are visiting.

We hold regular parents' evenings to tell you how your child is getting on and we provide you with a written annual report. You can make an appointment at any time to speak to your child's teacher.

If you wish your child to be withdrawn from Religious Education lessons and/or Assembly please speak to the Headteacher.

## **Session Times**

Key Stage One and Key Stage Two children attend from 8.50am-3.15pm.

The children have one hour for lunch.

Unaccompanied children must not be on school premises before 8.40am unless attending our Breakfast Club which starts at 7.30am.

## **Illness & Emergencies/Medicines in School**

Your parent/carer contact details are kept in school and we will contact you if your child becomes ill. If you are unavailable we will contact the emergency contact person you have nominated. If your child is unwell at home, please do not send them to school. Children cannot return to school within 48 hours of having had sickness and/or diarrhoea. Please ring school on 766492 to inform us if your child is not attending by 9.30 a.m.

No medicine must be brought into school by a child. No medicine will be given to a child unless a consent form has been signed by a parent/guardian. All medicines must be in the original packaging, clearly labelled with child's name, and handed in at the Office where a consent form must be completed.

## Breakfast Club

We hold a Breakfast Club every school day and food is served from 7:30am to 8.30am followed by activities until 8.50am in the school hall.

The cost is £1.50 each day payable on the morning.

The children will get a choice of breakfast from the following:

Hot chocolate, tea, milk or water

Cereal

Fruit - fresh or dried

Toast/Crumpets, Honey, Jam, Cheese spread

Yoghurt

The Breakfast Club is open to all children who attend Village Primary School. Any child can come to Breakfast Club on any school day. No advance notice is needed.

## **Dinner Money**

A school meal currently costs £2 per day or £10 per week. School dinners must be paid for in advance; money should be sent in a named envelope on Monday of each week. If you wish, your child can bring a packed lunch. No fizzy drinks should be included.

## **Attendance and Punctuality**

Good attendance and punctuality are essential if your child is going to make good progress. We regularly check the rate of attendance and punctuality for all our pupils. Children with unsatisfactory rates of attendance and punctuality are referred to the Education Welfare Officer. If your child is too ill to come to school please ring 01332 766492 before 9.30am to inform us.

## **Special Leave**

In July 2009 the School Governors made the decision to not authorise any pupil leave for family holidays during term time. If any child is absent from school because he or she is on holiday, they may be removed from the school roll and each parent may be subject to a £60 fine for each child absent.

The child's place in school may be allocated to another child on our waiting list.



## **Withdrawal from Religious Education**

At Village Primary School we teach a predominantly Christian Religious Education, as required by the governors and the Department of Education.

We also teach about, and celebrate, the other main world faiths. Children visit a range of places of worship. All parents have the right to withdraw their child from the religious education curriculum. This would mean the child takes no part in religious activities for their whole school year. Please put any request to withdraw your child from religious education in writing to the Headteacher.

## School Uniform

Our school uniform is compulsory and consists of:

- Blue or White shirt (polo shirt accepted)
- Black or grey trousers/shorts/skirts
- School or matching blue sweatshirt/jumper/cardigan
- Blue/black/dark flat shoes or trainers
- Blue checked summer dresses
- White or grey socks/tights
- Religious headscarves must be dark blue or black, and plain.

Please be aware that children are not allowed to wear nail varnish or temporary tattoos in school.

Some items containing our school logo are for sale at the school office for the following prices:

Sweatshirts	£7.00
Cardigans	£7.00
Polo shirts	£4.00
Fleeces	£8.00
Reversible Fleeces	£11.00
Bookbags	£4.00
PE Bags	£3.00
Baseball Caps	£3.50

## PE Kit

Children are required to change their clothes for P.E. and need to bring T Shirts, shorts or leggings and tracksuit bottoms for outside use. They need a pair of pumps [plimsolls] for indoor PE and trainers for outdoor PE. Please supply a bag so that your child can keep these items on their coat peg. Watches and stud earrings which are the only jewellery allowed in school must be removed for PE.

The school does not accept any responsibility for any items of clothing, shoes, glasses etc, that are lost by children while on the school ground. All such items are the responsibility of the parent/carer. All property found in school is taken to the lost property bins by the office and put outside once a week to encourage collection.

## Working with Parents

We value your support as partners in your child's education. We will provide regular opportunities for you to come into school and share in your child's learning experience. We expect you to support your child in ensuring they complete any homework they are given including learning their spellings, number bonds, times tables and hearing them read, where appropriate.



## **School Policies**

All our school policies have been agreed by school governors and are reviewed regularly. A copy of any policy can be obtained from the school office and many policies are on the school website:

[alvastonjandvillagefed.co.uk](http://alvastonjandvillagefed.co.uk)

## **Pupils with Disabilities and Special Educational Needs**

The school has a policy for Special Educational Needs, Disability Scheme and Action Plans that are implemented and reviewed annually. These policies and plans explain how we work to support children with

special needs and disabilities and their families so that we ensure that pupils with Special Needs and Disabilities have the same opportunities as the rest of the children. If you would like to see these plans and policies at any time, please ask at the school office.

Village Primary School is fully accessible to pupils and parents with disabilities. The school adheres to Derby City Council admission policy for all pupils. No pupils will be refused admission to school on the basis of his/her special educational needs or disability.



CAR PARK - Please note that only disabled parents may use the car park.

## School Organisation

All children have to apply for a place in Foundation Stage 2 (Reception) whichever Nursery they attend, and all children in our Nursery will be given an application form in the Autumn term in the year before they are due to start Foundation Stage 2.

All classes in our school have a qualified teacher and many are supported by a highly skilled teaching assistant. The school governors constantly endeavour to ensure class sizes remain as small as possible.





We also have staff who are designated to work with children in a variety of areas. These may include special educational needs, developing English as an additional language, children with social and emotional difficulties and nurturing specific gifts and talents.

## Children not collected at the end of the school day

Governors have taken the decision to adopt the Local Authority policy for action to take when a parent/carer does not arrive to collect their child from school at the end of the school day.

If a child who is usually collected by a parent/carer has not been collected by 3.45p.m school will contact the parent/carer and other emergency contacts. Similarly if a child who usually walks home alone finds no-one in on their arrival and they return to school we will ring the parent/carer and emergency contacts. If this is unsuccessful the Local Authority Social Care Team within the Children and Young People's Department will be contacted.

If by 4.30pm the child has still not been collected, or parents/carers contacted, the Social Care Team will be contacted again and begin to take the appropriate action.

Clearly we hope this action will not be necessary and to help ensure we can always contact you if the need arises, we would ask you to provide us with your current home and mobile telephone numbers and to keep us updated of any changes. It would also be wise to carry school's telephone number with you so that you can let us know if you are ever held up at the end of the day.

The school telephone number is  
01332 766492

## Extended Schools

We are more than just a school as we provide:



- Breakfast Club every morning from 7.30am
- After school and holiday club such as sports, cinema, cookery, youth club, arts & craft.

- Regular contact with school nurses and doctors
- Close links with The Children's Centre and ACE Nursery including drop-off and pick up services
- Staff are also available to offer support and advice to any parent and carer

## Personal Data about pupils

Village Primary School processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to...

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time

to time the school is required to pass on some of this data to local authorities - LA's, the Department for Children, Schools and Families - DCSF, and to agencies that are prescribed in law, such as the Qualifications and Curriculum Authority - QCA, Ofsted, the Learning and Skills Council (LSC), the Department of Health - DH, Primary Care Trusts - PCT, ContactPoint, All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data. The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint [this is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support] This only includes the name and address of the child, contact

details for their parents or carers [with parental responsibility] and the contact details of the school.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

A hard copy can be obtained from Village Primary School.

Your attention is drawn to Layer Two of this Fair Processing Notice, which gives



supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents and pupils. You can get a copy by going to the Council's website [http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information_sharing_schools_fair_processing.htm) or by contacting your school.

**This information can be provided in audio format and translated into a number of languages. Please contact the office for more details.**

**Created and updated by:  
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