



Spread your wings, learn new things, fly as high as you can.

School Brochure 2023 / 2024

Address:

Ryefield, Dovecotes Estate. Pendeford
Wolverhampton
WV8 1TX

Telephone:

01902 558284 (Office)
01902 558236 (Attendance)

School Office Email: dovecotesprimaryschool@wolverhampton.gov.uk

Headteacher: Miss T. Challenor

School Staff

Headteacher: Miss. T. Challenor

Deputy Headteacher: Mrs L Jones

Assistant Headteacher: Miss K Booles

Chair of Governors: Mr Tim Wakefield

Teaching Staff:

Teacher	Year Grp
Miss B Phiri	Nursery
Miss A Reeves	Rec
Miss T Cespedes	Year 1
Miss K Booles	Year 1/2
Mrs A Batchelor/ Mrs H Gill	Year 2
Miss Medley	Year 3/4
Mrs H Edmonds	Year 3/4
Miss M Hickman	Year 3/4
Miss G Lane	Year 5/6
Mr C Middleton	Year 5/6
Mrs L Gould	Year 5/6

Teaching Assistants:

Teaching Assistants
Miss H Mears
Miss J Fullwood
Miss S Howard
Mrs J Turner
Mrs A Kumar
Mrs M Butler
Mrs D Woolley
Mrs I Davis
Miss S Walker (HLTA)
Miss E Pritchard
Mrs S Plummer
Mrs A Ashley (HLTA)
Mr D Tuckley

Senco: Mrs D. Turtle

RWI/ Early Reading Lead: Mrs A Batchelor

Pastoral Lead: Mrs L Hehir

Office Manager: Mrs M E Taylor

Attendance / Admin Support: Mrs A E Doughty

Site Manager: Mr A Curtis

Governing Body

Chair: Mr T Wakefield

Vice Chair: Mr K Sankey

Headteacher: Miss T. Challenor

Parent Governors:

Mr R Pitt-Woodcock

Mrs R Raynal

Staff Governors:

Mrs D Woolley

Co-opted Governors:

Mr T. Wakefield

Mrs. L Guest

Mrs. M Butler

Mr. K Sankey

Mrs A Merry

Associate Governors:

Miss E. Pritchard

Mrs C. Henry

Mrs L. Jones

Local Authority

Nicky Haigh

Vision, Aims and Values

Our Vision

To be an excellent school with uncompromising aspirations for every child in our care, empowering all pupils to embrace learning, achieve their personal best and build their emotional and physical well-being so that they grow up to lead successful, rewarding lives.

Our Aims

- To provide a caring and safe environment where every child is valued and respected.
- To have the highest expectations so that each child works to the best of their ability, reaches their true potential, develops their own unique talents and believes that there is no limit to what they can achieve.
- To develop tolerant and caring individuals who are kind to themselves and others.
- To build character and integrity so that all pupils can make sound moral choices and judgements.

- To equip all pupils with the skills necessary to lead emotionally and physically healthy lives.
- To develop resilient individuals who are creative problem solvers unafraid to take risks and learn from their mistakes.
- To develop independent, motivated learners who possess a lifelong love of learning inspired by an enriched curriculum that has broadened their horizons.
- To include parent/ carers as active participants in their children's education and progress.

Our Core Values

- Be Ambitious
 - Aspire to be the best you can be.
 - *'If you can dream it, you can do it.'* ~ Walt Disney
- Be Kind
 - Show empathy towards yourself, others and the environment.
 - *'You can always, always give something, even if it is only kindness.'* ~ Anne Frank
- Be Honest
 - Show you are trustworthy and reliable members of our school family.
 - *'Honesty is always the best policy.'* ~ George Washington
- Be Brave
 - Have the confidence to take risks and find the resilience to bounce back when things go wrong.
 - *'Do not judge me by my success, judge me by how many times I fell down and got back up again.'* ~ Nelson Mandela
- Be Creative
 - Use your imagination to solve problems and express yourself.
 - *'Imagination will take you everywhere.'* ~ Albert Einstein
- Be Healthy
 - Look after both your physical and mental health.
 - *'A child's mental health is just as important as their physical health.'* ~ Kate Middleton
- Be YOU

School Building

Dovecotes opened in 1978 as a separate infant school and junior school. The two schools amalgamated in 1995 to form Dovecotes Primary School.

The Early Years Unit includes Terrific for Twos (provision known as Little Doves), Nursery and Reception classes. All year groups share a playground which is well-equipped and spacious.

Key Stage 1 has 3 classrooms. There is also a hall, an outdoor courtyard area and a breakout area which is used for group activities and intervention sessions.

The Key Stage 2 area is linked by an adjoining corridor which houses the Main Reception Office. There are six classroom areas, a large hall, dining room, creative room, art room, courtyard, library and nurture room. There are two breakout areas used for group activities and intervention sessions. Key Stage 2 has a large, enclosed playground and playing field which serves the whole school.

School Organisation

Our pupils are grouped in classes according to age and are taught as a class. At present in nearly all key stages there are three classes supporting every two year groups.

Our Early Years Unit, was built in September 1996 for Nursery and Reception classes. There is also Terrific for Two provision that caters for 10 children in the afternoon session. They are known as “Little Doves”. We also offer 30 hour nursery provision to eligible families.

For more information on the little Doves “Terrific for two’s” provision please contact: Miss A Reeves 01902 558284 to see if your child is entitled to this childcare.

School Sessions

School begins every day at 8.55 am and ends at 3.25 pm.

Arrival and Departure Times and Locations

Pupils go straight into their classes at the start of the school day and not onto playgrounds. Doors will open at 8:45am and will remain open until 8:55am when the school day begins.

Doors to be used are as follows:

Little Doves – Pupils should use the door to the Little Doves Unit across the Early Years Garden, which can be accessed via the blue gate adjacent to the main entrance. Little Doves will need to be collected from the same door at the end of their session. Please note that the afternoon session begins at 12:30pm and finishes at 3:30pm.

Nursery – Pupils should use the door to the Nursery classroom, which again can be accessed via the blue gate adjacent to the main entrance. Nursery children will need to be collected from the same door at the end of their session. Please note that morning sessions finish at 11:45am; afternoon sessions begin at 12:30pm and finish at 3:30pm.

Reception – Pupils should use the door on the KS1 playground which was the previous entry point for the Children’s Centre. A teacher will be waiting to take them

down to their Reception classroom. The KS1 playground can be accessed via the orange gate in the corner of the playground.

KS1 and KS2 – In KS2, all pupils should access their classrooms via individual classroom doors. In KS1 they enter via the KS1 cloakroom door - the large gate in the corner, between the caretaker's house and the car park, will be open so that pupils can walk along the paved pathway to the KS1 cloakroom door to enter the school building.

All classes will dismiss from their classroom doors at 3:25pm. Pupils from Year 5 and 6 are permitted to walk home alone from week 2 of the term, once a consent letter has been returned to staff.

Your child will be sent out to you as soon as the member of staff who is responsible for dismissing the children calls them, because of safety. If you are unable to collect your child for any reason at the end of any session, we ask that you contact the school to advise the name of the person who will be collecting your child.

Lunchtimes

Lunchtime for Reception Class is: 12:00 noon - 1:00 pm

Lunchtime for Key Stage 1 and 2 is: 12:30pm - 1:30pm

Reports

Once a year written progress reports on children are sent to parents. All parents are invited to Parent Evenings where they can discuss their child's performance with the class teacher. Parent Evenings are also held each term and each appointment lasts for 10 to 15 minutes. During this time the children's targets and progress will be reviewed.

Admission Arrangements

Parents wishing to place their children at Dovecotes Primary School are welcome to view our wonderful school during the school day. Admission Forms must be collected from the Admissions Team at the Civic Centre, Wolverhampton.

Admission Form

Our Admissions Officer will go through the Admissions Form when your child is admitted to this school. It is essential that we have as much information as possible

to help us to cater for your child's individual needs. The information recorded will be treated in the strictest confidence. If there are any changes in your circumstances (change of address, phone number at home or work, family health etc.) the school must be informed immediately.

Admission Times

Children are admitted in September of each year. Children moving into the local area can be admitted any time of the year (subject to availability of places) as described on the authority's website.

Children are admitted to Nursery strictly in age order after their third birthday and as places become available.

The maximum number of children admitted in KS1 and KS2 to any one year group is 45. If the number of children wishing to enter school exceeds this number then the authority will allocate places using their admissions criteria outlined in their school admissions booklet.

Curriculum

All National Curriculum subjects are taught and all children have equal access to all areas of the curriculum.

Our curriculum is broad and balanced and is designed to inspire, motivate and meet the needs of all children.

Key Stage 1 and Key Stage 2 are taught the National Curriculum which covers English, Maths, Science, Computing, Design Technology, History, Geography, Music, Art, P.E. Religious Education and PHSE.

Religious Education is taught to all children based on LA guidelines (Wolverhampton Agreed Syllabus), which is broadly Christian in nature. Parents wishing to have their children excluded from Religious Education / Assemblies may contact the Headteacher to arrange this and discuss alternative provision.

All children receive daily English and Maths lessons. Reading is a vital part of our Curriculum and children receive specialist reading support each day following the Read Write Inc programme until they become confident readers.

Creative development is very important and music, art and sport all play an important role in the curriculum. Physical skills are developed through indoor and outdoor PE and swimming takes place for Years 5 and 6.

To ensure a smooth transfer of our 11 year old children to their next school, we liaise with neighbourhood secondary schools in their final term of Year 6.

Nursery and Reception classes follow the Foundation Stage Curriculum which leads to children acquiring Early Learning Goals in the following areas: Personal, Social and Emotional development; Physical Development; Communication and

Special Educational Needs

The school follows an agreed Code of Practice for children with Special Educational Needs (SEN). A designated member of staff acts as SEN co-ordinator (SENCO). Staff work with the SENCO to monitor and assess individual children and if necessary place them on the SEN register. If necessary, advice and support is sought from outside agencies. Parents are informed of their children's individual targets and regular reviews take place to decide on further action to be taken to support the needs of the child.

School Activities and Events

It is the aim of the school to pursue a wide range of educational visits, as we believe these play a vital role in the education of a child. The school will do everything in its power to ensure that every child is able to participate in the events.

Educational visits are arranged during the school year. Children in KS1 are taken to Kingswood Nursery / Infant Residential Centre when accommodation is available. Children in KS2 also have the opportunity to participate in residential visits.

A number of interests, both sporting and creative, are catered for in After School Clubs throughout the school year. Sports Days are held in the Summer Term.

Children are offered opportunities to take part in the school choir and learn a musical instrument.

Swimming Kit

For Swimming lessons, trunks that are above the knee/ one piece swimming costume and a cap for children with hair that is shoulder length or below.

For Health and Safety reasons, no jewellery of any kind is to be worn except stud earrings.

Charging For Activities Policy

No charge is expected for after school, extra-curricular activities. Parents will be asked to make reasonable voluntary contributions towards school visits. If enough contributions are not received, visits may have to be cancelled. Any parent who has financial concerns regarding the payment of school trips should contact the Headteacher for a confidential discussion.

School Uniform

Our school colours are royal blue and grey. Governors and staff strongly believe that wearing the uniform shows a pride in our school and a sense of belonging. Our school uniform is:

- Royal blue jumper/cardigan or royal blue sweatshirt/cardigan (Optional with the embroidered school logo)
- Plain white school polo shirt
- Grey/ Black trousers (no leggings)
- Grey/ Black pinafore dress or skirt*
- Blue and White Check/ Stripe Dress
- Dark Grey or Black socks/ tights
- Black shoes – flat or small heel only – no trainers.

*skirts should be an appropriate length and of a style which allows sitting comfortably on the floor.

For Physical Education:

- a plain white T-shirt and navy blue, royal blue or black shorts/jogging bottoms for P.E (no football kits or branded sportswear);
- plain black or white trainers for outdoor P.E lessons;
- black pumps for indoor P.E lessons;
- no jewellery (staff are not permitted to take out children's earrings);
- a bobble to tie back hair that is shoulder length or below;
- for Swimming lessons, trunks that are above the knee/ one piece swimming costume and a cap for children with hair that is shoulder length or below.

ALL UNIFORM AND P.E KIT SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME AND P.E KIT SHOULD BE KEPT IN A SUITABLE BAG.

IN THE INTEREST OF SAFETY AND SECURITY, NO JEWELLERY SHOULD BE WORN. CHILDREN WITH PIERCED EARS MAY WEAR STUDS ONLY.

School Meals and Lunchtime

Parents have the following options for their child at lunchtime:-

1. Children can remain at school and eat a cooked meal. These are cooked on the premises and provide a nutritious, well-balanced lunch.
MEALS ARE PAID FOR IN ADVANCE ON A WEEKLY BASIS EACH MONDAY MORNING. THE MONEY SHOULD BE SENT INTO SCHOOL IN AN ENVELOPE CLEARLY MARKED WITH YOUR CHILD'S NAME AND "DINNER MONEY".
2. Many children qualify for a free school meal – Application forms can be obtained from the school office.

3. Parents receiving Universal Credit may also be entitled to Flexible Charged Meals; this scheme has been running in Wolverhampton for several years; if your child is eligible, you will have to pay £2 for a school meal for each child.
4. Children can remain in school and bring a packed lunch but no glass bottles or fizzy drinks are allowed. The lunch should be in a suitable plastic container clearly marked with your child's name.

Milk

Milk is available at lunchtime for ALL pupils (paid for by the school). Whole milk is available for Nursery and Reception children.

Bringing Money to School

All money coming into school for visits, purchase of uniform etc. must be placed in an envelope marked with your child's name and the reason for the money. All money should be handed in to the teacher during registration. School can take no responsibility for any other money that your child may bring in to school. No valuables should ever be brought into school.

Fruit in Schools

In 2002 the Government introduced a "National Fruit Scheme" for 4 – 6 year olds. Under the scheme each child is entitled to receive a free piece of fruit each school day to encourage healthy eating.

Fresh water is available all day to our children from water coolers in each of the shared area, this is in accordance with Department of Health guidelines. KS2 children are encouraged to bring fruit or a healthy snack bar from home for break times.

Breakfast Club

Mondays to Fridays 8.00am to 8.45 am we have our Breakfast Club. We consider breakfast to be an important meal to set children up for the day and know how difficult it can sometimes be to encourage children to eat a nutritious meal first thing in the morning. At Breakfast Club, breakfast will be cooked and served from our own kitchen every day during term time. There is an excellent choice of reasonably priced food choices such as toast, yoghurts, pancakes, bacon baps, crumpets and cereal. Breakfast is on a self serve pay as you go basis – children must have the money with them, no money can be brought in later.

Change of Address / Emergency Contact

It may happen that in an emergency the school will need to contact you promptly. For this reason, please keep us informed of any changes in contact information.

Mobile Phones

Mobile phones are only allowed for children in Upper Key Stage 2 who may be using public transport to get to and from school and parents have to sign the mobile phone agreement from before any child can bring a phone into school. Phones have to be handed into the school office for safe keeping.

Absence from School

Lateness

Children who are late will be marked absent (unauthorised) if they arrive after the registers have been closed at 9:00 am and 1:30pm, unless prior notice has been given. A record will be made of all children who arrive after 9:00; this record is monitored by the Headteacher and Education Welfare Officer and action taken where necessary. All children who are late or who are returning to school after medical appointments must report to the school office and be signed in by the Parent/carer.

Absences

The school should be informed immediately of any absence. Parents can contact us in person, telephone the school office on 01902 558284, email on dovecotesprimaryschool@wolverhampton.gov.uk or send a text or Whatsapp message to 07979922937. If we do not know the reason for a child being away from school then the absence is regarded as unauthorised.

If a child has not arrived in school by 9:30am and we have not heard as to why they are absent, the school will contact home to check on their whereabouts. Where contact cannot be made and no reason has been given for absence. The school may then make a home visit.

Attendance registers are regularly checked by the Educational Welfare Officer on behalf of the Local Authority.

Health

We have regular visits from the school nurse. Please contact the school office if you would like to see her.

Medicine

School can take responsibility for administering medicines to children with parental permission. However, parents are also welcome to come into school to give tablets/ medicines if this is essential during the school day. A form can be collected from the main reception.

Headlice

Children with long hair must have this tied completely back for P.E and tied back off their face for lessons.

Winter Weather

If we experience severe snow falls in the winter there are occasions when the school may have to close.

If the school has to take this action then the information will be relayed via the school texting service and the school website.

Road Safety

Please help us to train children to be careful whenever they are out on the roads.

Children may like to cycle to school. If so, they must have a 'roadworthy' bicycle, and a lock to secure the bike to our bike rack and a cycle helmet which must be worn at all times when they are riding their bike. Letters to give your child permission to come to school using their bike are available from the School Office.

We hope that you have found the information in this brochure helpful. Should you have any further questions, please contact the school office.

School Terms And Holiday Dates

Autumn Term 2023

- INSET day: Monday 4 September 2023
- Term Time: Tuesday 5 September 2023 to Thursday 26 October 2023
- INSET day: Friday 27 October 2023
- **Half term: Monday 30 October 2023 to Friday 3 November 2023**
- Term Time: Monday 6 November 2023 to Thursday 21 December 2023 at 1pm
- INSET day: Friday 22 December

Spring Term 2024

- Term Time: Monday 8 January 2024 to Friday 9 February 2024
- Half term: Monday 12 February 2024 to Friday 16 February 2024
- Term Time: Monday 19 February 2024 to Friday 22 March 2024

Summer Term 2024

- Term Time: Monday 8 April 2024 to Thursday 23 May 2024
- INSET day: Friday 24 May 2024
- **Half term: Monday 27 May 2024 to Friday 31 May 2024**
- Term Time: Monday 3 June 2024 to Friday 19 July
- INSET day: Monday 22 July 2024

Important Notes:

Teacher working days total 195 days. Pupils are expected to attend school on 190 working days to allow 5 working days for staff training. Please consult our website for further information on the dates of staff training days.

We ask that you avoid booking holidays during SAT's dates if you have children in Year 2 or Year 6, these take place during May.

Holidays during School Time are not authorised unless for exceptional circumstances. A holiday form must be requested from the School Office and returned for the Headteacher to make her decision. (Please note that a fine will be imposed if children are taken out for a holiday during school time)

HOME-SCHOOL-CHILD AGREEMENT

At Dovecotes, we are committed to a collaborative working approach so that we can work in partnership with you to make sure your child is fully supported within their learning journey throughout their time with us. At school, we have discussed the pupil promises with your child and we have set out our promises too. We have signed to say we agree to them. Please could you sign to say you agree to the statements below and return the form to your class teacher as soon as possible. Many thanks for your ongoing support.

School will:-

- Provide an inspiring, secure and safe learning environment where we encourage children to do their best at all times so they can make progress within their learning;
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum;
- Support pupils to develop friendships, create new life experiences and abide by the school's behaviour policy;
- Encourage children to take care of their surroundings and others around them;
- Be open and welcoming to parents and carers;
- Inform parents about their children's progress and what we will aim to teach them.

Staff Signature

Family will:-

- Accept the school's aims, values, policies and procedures, positively supporting the school;
- Ensure pupils arrive for school on time;
- Make sure pupils attend regularly and let us know on the first day of absence why their child is not in school;
- Attend Parents Evenings and Interviews to discuss their child's progress – one each term;
- Provide school uniform and suitable P.E Kit;
- Support their child with homework that is set, including reading, ensuring that this is completed on time according to school arrangements;
- Inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness at school;
- Support school social media guidelines;
- When possible attend their child's Family Assembly.

Parent's Signature

Pupil will:-

- Keep to the rules of Dovecotes: Kind hands, kind feet, kind words;
- Try my best in all lessons;
- Wear my uniform with pride;
- Be friendly and not bully others;
- Talk about my problems and not get upset;
- Take good care of my school building and equipment in it;
- Be sensible in the classroom, shared areas and the playground.

Child's Signature

Together we will:-

- Tackle any concerns with your child's progress;
- Encourage the children to keep the school's rules;
- Support children's learning to help them achieve their best.

Home School Partnership

The education of children is a partnership between home and school and we feel that a good relationship between teachers and parents is very important. Parents are always welcome to visit the school and discuss the education of their children or to sort out problems, which may arise from time to time.

The Headteacher is always willing to see parents to discuss any difficulties or deal with enquiries.

Parent / teacher consultations are held every term. It is an opportunity for you to discuss your children's progress and see their work.

Written reports are sent home at the end of the school year in July and parents are given the opportunity to discuss the report and the year's progress with the class teacher.

It is important that parents keep the school informed of up-to-date telephone numbers and addresses and also of anything that might affect a child's performance.

The school has a homework policy which we ask parents to support. Children are encouraged to take reading books home every night. It is most helpful if parents can find time to hear children read at home and ensure that the books taken home are cared for and returned each day.

The school expects all parents to sign the 'Home / School Agreement,' which outlines these main principles.

Pastoral Care

Behaviour in School

Every child has the right to an environment that provides an opportunity to excel.

The school expects a high standard of behaviour from children and has a clear Behaviour Policy that promotes a positive approach. A system of rewarding good behaviour is actively encouraged and the policy outlines procedures for dealing with incidents of unacceptable behaviour. Parents will be involved in discussions at an early stage if children are not adhering to our school rules and expectations.

Children are expected to have a respect for and tolerance towards each other. Children are not expected to fight or to behave in an aggressive manner. Anti-social behaviour, racist behaviour and bullying will not be tolerated. Children are expected to resolve their differences by discussion and reason with staff and each other.

Parents are expected to support the school in its policy on behaviour. Parents may be asked into school to discuss persistent bad behaviour by their children. Parents are expected to work with the school in improving their child's poor behaviour.

Health and Welfare

Parents should inform the school of any medical conditions / allergies.

It is expected that children suffering with asthma will have an in-date inhaler in school. The school keeps an emergency inhaler, which is regularly updated by the school nurse, to be used in emergencies.

The school medical service carries out a programme of health surveillance that includes height, weight, vision and dental screening. Our school nurse can be contacted should you wish to discuss any problems concerning your child.

Accessibility

At Dovecotes, we are committed to promoting educational and social inclusion. We ensure that access and opportunities are equally available to everyone - diversity is valued.

Child Protection

At Dovecotes, we take very seriously, our duties to safeguard children. Staff work closely with all Wolverhampton agencies to ensure the well-being and protection of all children in our care. We continually strive to make sure everyone sees Dovecotes as a safe place to be.