School Prospectus

Meadow Farm Community Primary School

Confident, Caring and Accomplished Learners.

About our school

Welcome to Meadow Farm Primary School. Our school is a Derby City Local Authority school for children aged 3 to 11 years and we have approximately 150 children on roll.This brochure is an introduction to our school and how we work.

Visit our website, www.meadowfarmschool.co.uk and view lots of information such as newsletters, reports and policies for your information.

We are a family friendly school and proud of our children and their achievements, both in and out of the classroom.

The day-to-day management of the school is the responsibility of the Headteacher Miss Bethany Dickson, who can be contacted in school. The Governing Body is responsible for strategic management of the school and can be contacted through the school office on 01332 662631.

When you come into school, please go to the office where someone will be happy to deal with your enquiries. We have an open-door policy in school where parents/carers are able to speak to their child's class teacher, or the Headteacher, at a mutually convenient time.

Our values

Meadow Farm's values focus on developing confident, caring, and accomplished learners who are prepared for life beyond school. The school promotes a supportive and inclusive environment where every pupil is encouraged to feel valued, safe, and respected. There is a strong emphasis on lifelong learning, with opportunities for students to become independent, self-motivated, and curious through engaging and challenging experiences. Meadow Farm also prioritises wellbeing, resilience, and positive relationships, teaching pupils to show kindness, empathy, and respect toward others. By fostering high aspirations, celebrating effort and achievement, and encouraging responsibility and leadership, the school aims to help pupils grow into thoughtful, capable individuals who contribute positively to their community and wider world.

Be confident, life long learners by:

- Tailoring educational experiences to meet the diverse needs and interests of each pupil.
- Encouraging self-directed learning and goal-setting to build autonomy and intrinsic motivation.
- Cultivating an understanding and appreciation of diverse cultures and perspectives.
- Encouraging a love of learning that extends beyond the classroom throughout life.
- Offering opportunities for professional growth and development for staff.
- Ensuring that every pupil receives the guidance and resources necessary to achieve their goals.
- Encouraging pupils to take initiative, act responsibly, and lead by example.

ASPIRE for excellence through:

- Providing a rigorous and engaging curriculum that challenges and inspires pupils and encourages intellectual curiosity.
- Encouraging a growth mindset by celebrating effort, persistence, and resilience.
- Providing opportunities for students to learn from mistakes and view challenges as opportunities for growth.
- Integrating critical thinking, problem-solving, and collaborative skills across the curriculum.
- Offering extra-curricular activities and real-world experiences to build practical and social skills.
- Encouraging high standards of academic achievement.
- Instilling strong values, integrity, and leadership qualities in pupils.

Confident, Caring and Accomplished Learners – Our school vision.

Show we care through:

- Prioritising the physical, emotional, and mental well-being of our pupils and staff.
- Providing resources and programmes that promote healthy lifestyles, mindfulness, and resilience.
- Encouraging open communication, collaboration, and mutual respect.
- Teaching and modelling empathy, kindness, and compassion in all interactions.
- Ensuring a safe, supportive, and positive school atmosphere where pupils feel secure and ready to learn.
- Addressing and preventing bullying, discrimination, and any form of harassment.

Our school at the heart of the community by:

- Creating a nurturing and inclusive environment where all pupils feel valued and supported.
- Building strong, trusting relationships among pupils, staff, and families and wider community to enhance the sense of belonging.
- Encouraging pupils to take an active role in their communities and the world at large, promoting social responsibility and environmental stewardship.
- Preparing pupils to be active, informed, and responsible global citizens.
- Fostering partnerships with local organisations, businesses, and families.
- Celebrating the diverse backgrounds of our community members.

Our ASPIRE curriculum

Why ASPIRE?

Our ASPIRE curriculum is designed to meet the needs of all learners, especially those who are disadvantaged.
It is built on essential early years foundations; the characteristics of effective learning.
It is knowledge rich.
It aims to raise aspirations of all learners.
It is sequenced to develop the knowledge and skills pupils need to excel and become confident, caring and accomplished learners.

Parents and carers

We regard parents/carers as partners and endeavour to work with them to further each child's education. We celebrate each child's achievements and parents/carers are invited into school for assemblies, performances, meetings and other activities. We also hold parent/carer evenings, which take place during the year.

Stay connected

One of the school's methods of communication with parents is an app called class dojo. This allows parents to view their child's daily activities and any upcoming events. It is also a great method of communication between the parent and the class teacher.We strongly advise you download this app so you can stay up to date. Please feel free to speak to your child's teacher for assistance.

ClassDojo

Support at home

Children must read at home daily and their home/school diary must be signed.

Communication

We use a variety of different methods to communicate with parents/carers at Meadow Farm. The person listed as Contact 1 on the Data Capture form will automatically receive emails. If Contact 1 does not want to receive emails you will need to let the school office know.

Email

We will aim to send all letters through email to ensure parents receive relevant communications. Paper copies will be available from the office. We will also send electronic versions of new menus, any fliers for local events and information regarding after school clubs.
Contact 1 on the Data Capture Form will be the primary email receiver.

Class Dojo

We use the ClassDojo app for our teachers to celebrate successes with our parents - It's simple and secure.

You can download the app on any device.

Social media

Follow us on social media 🙂

Keep us up to date

You can request a change of details form from our office to change any of the contact details for any of the contacts you provide on the Data Capture Form.

Attendance matters

We run a breakfast club from 7.30am every day at £3.75 per session.

Lessons starts at 8.45am and finish at 3.15pm
We operate an Early Bird session from 8.40am.
This is where we open our doors early so pupils can settle in.

The importance of attendance

We want our children at Meadow Farm Community Primary School to enjoy coming to school. Our attendance "floor target" is 96.5%-97%, but we hope for 100%. Research has proven that there is a high correlation between school attendance and academic performance and success. Absence from school is often the greatest single cause of poor performance and acheivement.

Pupils with good attendance records generally acheive higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life. Regular school attendance patterns encourage the development of other responsible patterns of behavior.

What are the risks of frequent absence?

A child who does not attend school regularly will be unlikely to keep up with the work. The more pupils miss school, the lower their grades; the lower their grades, the less they want to stay in school.

Surely 1 or 2 days absent a week doesn't seem much but this is how it is..

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

If your child is late 10 minutes a day - surely that won't matter or affect my child..

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Attendance (continued)

Reporting attendance

We appreciate there may be times your child is unwell or unable to attend school. As a parent you have responsibility to:

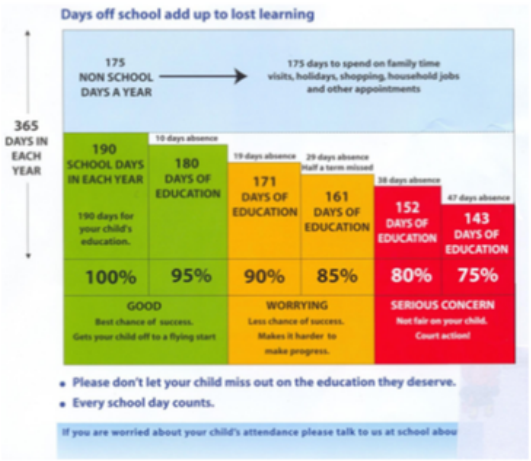
- Contact school on each day of the absence before 9.15am, providing a reason for their absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Provide medical evidence if this has been requested by the school.

If school are not informed and are unable to contact you via telephone regarding your child's absence then a home visit will be carried out to perform a safe and well check.

Punctuality matters!

Missed minutes = missed learning - missed opportunities!
Being frequently late for school means lost learning.
Arrive 5 minutes late every day adds up to over 3 days lost each year.
Arriving 15 minutes late every day is the same as being absence for 2 weeks a year.
Arriving 30 minutes late every day is the same as being absence for 19 days a year.

Lateness



Your child will receive a late mark if they arrive after this time. For safeguarding reasons, you must come into school to sign the late book so we know your child has arrived safely. If your child arrives after the register closes they will be given an unauthorised late mark. Persistent Unauthorised late marks will result in a referral to the Local Authority School Improvement Officer for further intervention and enforcement action may be taken.

Holidays/ Leave of absence

Please think carefully before taking your child out of school during term time. The law states that you must ask permission for your children to miss school. Leave in term time will only be agreed where the Head teacher feels there are exceptional circumstances. We may ask for evidence to support the reason provided, particularly from employers if it is a work related request.

If you are requesting a holiday during term time or leave of absence you must complete a leave of absence request form and hand it into the school office, you will then be notified in writing as to whether or not the absence has been authorised.

Parents/Carers who take a child of compulsory school age on holiday without permission may be issued with a Penalty Notice from the Local Authority. New guidance from August 2024 can be found on the gov.uk website.

Leave of absence in term time

From 1st September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for children to be taken out of school for a holiday during term time.

Requests for leave can only be granted by schools if there are "exceptional circumstances" and holidays are not considered exceptional. Requests for leave must be made to the head teacher in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

A penalty notice is a fine to parents or carers if they fail to ensure that their child/ren attend school regularly.

From August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days, This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third or more times within those 3 years, alternative action may be taken (including considering prosecution.)

If a penalty notice is issued, it will be one fine to cover the whole period of the absence. So the fine would be the same amount for an absence of five days or 10 days. For example, a parent could be issued with £160.00 fine if their child misses one day of school each week over a five week period, whilst another parent might be issued the same fine for one two-week block of absence.

REMEMBER – Regular attendance is necessary for success in school. Help ensure that your child has the best opportunity for success by making sure he/she is in school every day

School Uniform

Meadow Farm has a school uniform. All clothing must be clearly marked with your child's name.Please can sweatshirts and polo shirts be free of logos and patterns other than the school badge.

Clothing with the school logo can be purchased from Morleys at 446 Nottingham Road, Chaddesden, Derby DE21 6PB.

The staff and Governors would like all pupils to abide by the dress code:

- Grey trousers, shorts or skirt. Pupils may also wear a pinafore dress.
- White shirt or blouse
- White polo shirt
- Dark Green School logo sweatshirt/cardigan or equivalent without logo.
- Green/White checked summer dresses
- Sensible black shoes/Summer sandals (white or black with a back strap – not flip flop style)
- Black/white/blue/black socks or tights

Denim jeans, trainers, sportswear and similar play or leisure type clothes should not be worn as school dress.

Sensible sandals may be worn in the summer (no jelly/croc type sandals). Socks must be worn to protect the children's feet.

School Uniform

PE kit

On PE days students will come to school wearing their PE kit. Foundation One (Nursery) children do not require a PE kit.

- Blue or black tracksuit or jogging bottoms
- Navy or black shorts and sweatshirt
- White T shirt
- Black pumps or Trainers -
- Spare socks

Jewellery, hair and body decorations

Hair should kept a natural colour. Longer hair needs to be tied back with a suitable bobble to help prevent head lice spreading. For safety reasons, children are not allowed to wear 'hair extension' bobbles.

For safety reasons, children who have pierced ears may only wear one pair of small studs to school and these must be removed for PE (no other body piercing is allowed).

All jewellery must be removed for swimming. Any child wearing earrings does so at their own risk. Jewellery must not be worn in school. Key Stage 2 children may wear a sensible watch.

We ask that body decoration and coloured hair is kept for out of school activities such as parties. Children who wear make-up or nail varnish to school will be provided with the materials to remove it.Children are not permitted to wear acriyllic nails, if these are worn in school, parents/carers will be invited into school to remove them.

School meals

All children in EYFS and KS1 recieve free school meals. In KS2 the cost of dinners are:

Daily cost = £3.25 Weekly cost = £16.25

All dinner money should be paid in advance via parent pay. You can sign up easily via the parent pay website once you have been given a registration letter. If you have any issues signing up please speak to the office. Dinner money accounts should not be in arrears.

Your child may be entitled to free school meals. Please speak to the office staff who will support you in making the appropriate checks.

Snacks

Children in KS1 and KS2 may bring a piece of fruit or a healthy snack for break time. Any snacks that are not considered healthy will be returned home

Our school is 'nut free' and we politely ask that you do not send your child to school with any food product containing nuts (snacks or lunchbox items) - please check packaging carefully.

Cool Milk

Who are Cool Milk?

Cool Milk is the UK's leading school milk supplier, working in partnership with early years groups, schools, and local authorities. They help to supply free and subsidised school milk to children in pre-schools, nurseries and primary schools.

Children enjoy free milk each morning in Nursery and Reception Classes funded by the UK Government's Nursery Milk Scheme. This entitlement is only available until they turn 5 unless you have an entitlement to free school meals.

You have the option to pay for their milk to continue - we have made arrangements with the UK's leading school milk supplier, Cool Milk, to supply milk at a subsidised cost.

What you need to do:

1. Visit www.coolmilk.com as soon as possible and select "Register your child for milk here".
2. Then follow the on-screen instructions to register and pay.

Alternatively, please ring them directly on 08003213248.

Cool Milk

The school day

Start 8.50am
Finish 3.15pm

All Children should
enter the playground via the main gates.

Children should walk to their external classroom door where they will be greeted by their class teacher.

ALWAYS ENSURE YOU INFORM THE SCHOOL OFFICE IF SOMEONE ELSE WILL BE COLLECTING YOUR CHILD.

What the children need each day

- All children need to bring their own water bottle (filled) each day and taken home at the end of each day.
- Children in KS1 will receive a free fruit snack daily.
- Children under the age of 5 years will receive a Cool Milk carton each day.
- Children in KS2 should bring in to school a healthy snack (nut free fruit/vegetable/cereal bar) for break time. Children must not bring chocolate as a snack.
- Children should come to school in their school uniform or PE kit (PE days will be confirmed at the start of term) Please ensure all items of school clothing including bags and coats are have their name in them.
- Children can also use a book bag or a suitable bag to carry their Reading Diary and their reading book.
- Every child will be provided with a Reading Diary at the start of school (if a diary is lost you can purchase replacements via Parent Pay).

Organisation

The teachers and teaching assistants work closely together to ensure that a broad and balanced curriculum is taught to each child enabling them to reach their potential.

Foundation Stage
Children in Foundation One (Nursery) and Foundation Two (Reception) follow the Statutory Foundation Stage Curriculum. An integral part of this curriculum is the assessment of children during their time in the Foundation Stage.

Key Stage 1 & Key Stage 2
Children aged 5 – 7 and Key Stage 2 Children aged 7 – 11 year olds follow the National Curriculum. This is composed of the core subjects of English, Mathematics, Science, Information and Communication Technology and Religious Education; and the foundation subjects of History, Geography, Design and Technology, Music, Art, Physical Education and Personal, Social and Health Education, Citizenship/MFL.

Further details of the Foundation and National Curriculum subjects, and any aspect of assessment are available from school on request.

Swimming

The year 4 children go swimming throughout the year at Moorways Leisure Centre. This has proved a real success as it gives even the most nervous swimmer the opportunity to learn to do something that may one day save their life. Girls are required by the swimming baths to wear a full costume and boys to wear trunks / swimming shorts. The instructors insist that earrings are removed for swimming, therefore please ensure your child is able to remove their own earrings. All children with long hair are required to wear swimming caps (available from school for £2).

If, by the end of Year 4, your child has not yet achieved the National Curriculum swimming requirement of swimming 25 metres, they will continue to receive swimming lessons in Years 5 and 6.

Medical policy overview

Our full Medical Policy, along with all of our other policies, can be viewed on the school website.

The Head Teacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emeergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Parents

The responsibility for ensuring that children with medication needs receive the correct treatment rests ultimately with their parents/guardians. Carefully designed prescribing can sometimes reduce the need for medicine to be taken during school hours. Only prescribed medication can be administered at school. To help avoid unnecessary taking of medicines at school, parents should:

- Be aware that a three times daily dosage can usually be spaced evenly throughout the day and taken in the morning, after school hours and at bedtime
- Ask for a duplicate prescription to be kept in school
- Ask the prescriber if it is possible to adjust the medication to enable it to be taken outside the school day

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

Reciept and storage

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent using the school's medication form

The school will only accept medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Children under 16 must not be given medicine containing aspirin unless prescribed by a doctor.

Medical policy - continued

Prescribed medicines

We can only accept medicines that have been prescribed by a doctor, dentist, or qualified non-medical prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions and patient information leaflet (PIL) for administration. We cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Any changes to dosages must be authorised in writing by a medical practitioner or responsible prescriber. Each time there is a variation in the pattern of dosage, a new medication form must must be completed.

Where a child is prescribed adrenaline using an autoinjector (e.g. EpiPen or Jext), two pens must be provided to the school.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine (pain relief) and methylphenidate (ADHD).

Once in school, the controlled drugs will be securely stored within a secure cupboard in the school office to which only named staff have access.

Asthma Inhalers

All Asthma inhalers will need to be stored in a clear Tupperware container with a lid. The inhaler inside will need to have the child's name and dosage.

The container with the inhalers will be stored in a secure place in the classroom.

If your child is in need of an inhaler, a form from the office will need to be completed before they can bring the inhaler in.

All medications that have been supplied to school will need to be collected from the school office at the end of the day. This includes medications such as antibiotics, eye drops etc.

Safeguarding

The school is required to take reasonable action to ensure the safety of our children. 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 Safeguarding Procedures. This involves informing the Social Services department with the Children and Young People's Service, of the concern.

Social Media

Social networking websites are a public forum and are not to be used to talk about or show pictures and videos of children at Meadow Farm. We will ask you to remove any photographs that put our pupils at risk.

Data Protection

The school and the Local Authority are registered with the data protection agency and follow their guidance regarding all matters of disclosure about pupils. By law, information may only be disclosed to other persons in accordance with this registration. The school keeps basic information about pupils on computer to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure the information is kept confidential.

Children use computers in the computer suite and in their classrooms but they do not have access to personal records. If you are concerned about any aspect of personal information held on computer, please speak to the Headteacher or write to:

The Data Protection Liaison Officer, Education Department, Children and Young People's Services, The Council House, Corporation Street, Derby DE1 2FS.

Charges

To guide the school in charging for activities, the governors have agreed a policy which is:

- That the school will provide free education;
- The school will provide books, equipment and materials;
- When parents/carers wish to have a finished product made by their child, a charge will be made to cover the cost;
- A charge will be made to cover the cost of board and lodgings for residential trips;
- A charge will be made to cover the cost of books or kit lost by children;
- A charge will be made to cover the cost of deliberate damage caused by identified children.

Voluntary contributions will be requested in order to pay for organised activities and educational visits. Sufficient contributions will have to be made in order for a visit to go ahead. Parents/carers experiencing financial difficulty can see the class teacher or Headteacher in strictest confidence to discuss possible alternatives.

Concerns and complaints

If you have a concern or complaint about your child's schooling, you should raise it with your child's class teacher. They will be willing to discuss the matter with you at an appropriate time.

It is expected that the majority of questions and anxieties can be easily solved by the class teacher. If concerns or complaints cannot be dealt with in this way, then the Headteacher is willing to discuss things with you. If matters cannot be resolved, a formal process involving the Governors and Local Authority can be used, a copy of which can be obtained from the school.

It is not appropriate under any circumstances to discuss any school matters or member of staff on social networking sites. The authority will legally challenge any perpetrators who breach this.

Further information

If you require further information or details about our school, you may write to The School Office, Meadow Farm Primary School, Foyle Avenue, Chaddesden, Derby DE21 6TZ Tel: 01332 662631 www.meadowfarmschool.co.uk

I am so pleased that I chose this school for my child.

My child is really cared for. I know that the staff are doing their very best every day.

Being a small school means we have a lovely community.

What we need from you

- [ ] Pupil data capture form
- [ ] Children's interest form
- [ ] We also need to see a your child's birth certificate.