



Long Lane Church of England Primary School  
School Prospectus



# Long Lane Church of England Primary School



## Long Lane Church of England Primary School School Prospectus

Dear Parents / Carers,

The Governors, staff and parents extend a warm welcome to Long Lane Church of England Primary School. Starting a new school is a major step in your child's life, perhaps the biggest ever taken; we hope that the transition will be happy and enjoyable for your child and for you.

We are a caring and hardworking school. We are aware that children gain more if they know that home and school enjoy a close relationship. Our aim is to work with you in educating the children. They will be encouraged to develop to their full potential and succeed as individuals. We will provide equality of opportunity and promote high standards in all aspects of school life.

Our school is situated on Long Lane and has been at the heart of the local community for many years. It continues to thrive and grow on these strong connections to its surroundings. In September 2018, we became part of The Acorn Federation, working closely with Long Lane Church of England Primary School.

Being small gives us the advantage of a happy, family atmosphere. Through individual attention, we provide an environment in which children are encouraged to flourish and achieve high standards in the many aspects of the modern curriculum.

The Governors are an enthusiastic body of people from the local community, including parents. They are keen to work with staff across the federation so that every child leaves with a passion for learning. Together they manage and extend the range of resources at the school and monitor our work, so that our children have access to the best possible education.

Please come and visit us to learn more about our happy school.

Kind regards

Teresa Bosley  
Head teacher.

If you need this brochure in a different format, please contact the school office. Thank you.



## **Applying for a school place for your child**

You can apply on line by visiting the Derbyshire County Council Website:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Our school website contains a link to this page.

To make an application you can:

- apply online - it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 - this takes around 10 minutes and you will need to know the name of the school you are applying to
- apply using a paper form - telephone 01332 642730 to request a paper form.

### **Admissions information specific to Long Lane**

The agreed annual admission limit for the school is ten pupils. Children are admitted to the Reception group in the September before their fifth birthday.

**If you need help, please contact us on  
01332 824339**



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## Welcome to our school

We hope this booklet will give you the information you need to introduce you to our school. Nothing can replace first-hand experience so please come and meet us and judge for yourself the merits of our very special school.

### Contact Information

**Head Teacher:** Mrs Teresa Bosley

**Chair of Governors:** Mrs Rachel Yemm

**Head of Key Stage 1:** Mrs Claire Sharpe

**Head of Key Stage 2:** Mrs Stephanie McManus

**Business Administrator:** Mrs Amanda Lovett  
and Mrs Kirsty Murby

**Telephone Number:** 01332 824339

### **Address:**

Long Lane C.E. Primary School,  
Long Lane,  
Dalbury Lees,  
Ashbourne  
DE6 5BJ

**E-mail:** [enquiries@longlane.derbyshire.sch.uk](mailto:enquiries@longlane.derbyshire.sch.uk)

Long Lane C.E. Primary School is maintained by Derbyshire County Council Local Authority and Derby Diocese, catering for children from the age of rising five up to the age of eleven when they transfer to secondary school. The school currently has two classes; The Garden Class (Reception, Y1 & Y2) and the Meadow Class (Y3, Y4, Y5 & Y6). Children enter full time education in the Autumn term of the academic year that they are 5. The Local Authority is the admission authority and is responsible for school admissions. Please refer to the Derbyshire County Council website or our 'Admissions Policy' on our website for more information.

### **Times of Opening**

8:55am – 3:30pm

Lunchtime is 12:15pm – 13:15pm.

Children may arrive in the morning at 8.45am and will be supervised in the playground from this time.

### **Office Hours**

Please make an appointment to visit the school by contacting the school and speaking to our Business Administrator, Mrs Lovett or Mrs Murby.



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## Our School Vision

### **Mission Statement**

Long Lane School aims to provide a secure and stimulating environment where all children are encouraged to achieve their full educational potential in a positive, caring, Christian environment.



### **Our School Prayer**

This is our school.  
Let peace dwell here,  
Let the rooms be full of contentment,  
Let love abide here,  
Love of one another,  
Love of mankind,  
Love of life itself  
And love of God.  
Let us remember  
That as many hands build a house,  
So many hearts make a school.  
Amen

### **Our School Aims**

- To provide a happy, secure learning environment for all children
- To actively engage children in learning
- To foster a caring, family atmosphere in which everyone's contribution to the life of the school has equal value
- To enable a broad, balanced, appropriate and relevant curriculum for every child suited to their needs, abilities and interests
- To equip children with the basic literacy, numeracy and reference skills to make full use of the learning opportunities offered in their future Secondary Schools
- To allow children to fulfil their own potential
- To help all children to gain confidence, self-respect and a positive self-image
- To encourage curiosity and open mindedness
- To promote a Christian ethos within the life of the school which reflects it's Anglican Foundation?
- To provide a moral code of behaviour
- To encourage children to participate in all the physical and creative arts activities available to them
- To prepare children for life in a multi-cultural society by developing knowledge, tolerance and understanding of other faiths and cultures
- To work in partnership with families and the community

**A Happy School Makes Happy Children**



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### What is special about a small school?

<p>As a small school we:-</p> <ul style="list-style-type: none"><li>• Develop close, friendly, relaxed relationships between child and teacher and parent and teacher.</li><li>• Provide personalised learning in our small classes.</li><li>• Create a 'family' atmosphere based on co-operation rather than competition.</li><li>• Act as a centre of community for village life.</li><li>• Provide good continuity for each child's education.</li></ul> <p>Offer a greater degree of flexibility in organisation of teaching and the arrangement of the school day.</p>	
	<p>Naturally, it is also important to create time when we can be available to answer your questions and generally chat about our school. Starting school can be a big change for everyone in a family and we do realise how precious your child is. Let us reassure you that it can also be an exciting time and we welcome everyone to become as involved as they wish to be!</p>
<p>It is our aim that everyone is well motivated with an energy and excitement in their own learning that will serve them well, long after their school days are over, thus enabling our children to face the future in further education and the world beyond with confidence in themselves and their abilities.</p>	



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## Our Curriculum

### **How will my child be taught?**

The subjects of the National Curriculum are taught across the Federation in accordance with the National Curriculum 2014. The core subjects are English, Maths, Science, R.E, and Computing. The foundation subjects are Technology, History, Geography, Music, Art, Physical Education and PHSE Education.

The Acorn Federation use a cross-curricular approach to their planning so that, as far as is possible, learning across subjects is linked.

### **The Teaching of English**

Our English is often linked to other curriculum topics using a whole class and sometimes group work approach. An extensive range of materials is used to teach English, which includes computing and presentation skills. Our children take part in a daily phonics, spelling or grammar session. Children bring home an appropriate reading book and a reading record for parents to record reading and add comments.

Spelling lists are sent home as appropriate and activities are used in school to support learning of spelling and grammar rules. Drama and role-play are of high importance. We perform school concerts each year where every child plays a part.

### **The Teaching of Mathematics**

Mathematics should be enjoyable, and it is the aim of the federation to instil good mathematical practices that will equip the child for life in the 21<sup>st</sup> century. We implement the mathematics curriculum, through the 'White Rose' planning. The children spend at least 45 minutes in KS1 and 1 hour in KS2 on maths each day. Mental maths skills are given high priority.

Mathematics work is designed to give a grounding in such concepts as counting and calculating, securing number facts and relationships, understanding shape and handling data and measure. Problem solving and reasoning then further develop the children's learning. Where appropriate, maths is included in other areas of the curriculum.

### **The Teaching of Science**

In our science work, pupils acquire scientific knowledge and understanding, through experimentation and investigation. Children are encouraged to approach science by devising investigations, observing, measuring and evaluating.



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## **The Teaching of Religious Education**

Religious Education is an important part of our curriculum and at Long Lane, there is an act of worship held every day. Close contact is kept with the local vicar.

If you wish your child to withdraw from any act of worship, it is your right to do so. However, it is important for all of us to appreciate the differing beliefs and cultures that exist in our world and to understand other points of view.

Dealing with feelings of anxiety, jealousy, temper and sadness are often difficult for children, particularly young children, to understand, hence our format for assembly is often to come to terms with, express, share and deal with life's difficulties and celebrations.

## **The Teaching of Computing**

Computing is now playing a major role within the curriculum. In Computing lessons, the children learn skills so that they can apply them to other subjects in the curriculum. They also learn programming skills at a level that is appropriate to their age.

The children have ready use of the internet and its endless resources and use interactive whiteboards, laptops and i-Pads as an integral part of teaching and learning.

## **Physical Education (PE)**

Children take part in a variety of PE lessons during their time at school, e.g. gymnastics, games, dance, athletics, swimming for older pupils and orienteering. We hold an annual sports afternoon with all the children taking part. The children have an opportunity to take part in a wide range of tournaments.

## **Other Areas of the Curriculum**

Children are taught to develop an appreciation of the surrounding environment and to care for their school, village and homes. History and Geography skills are taught through a topic based approach, which enables children to learn about life in the past and the world around them.

These subjects are supported by educational visits, visitors to school, artefacts and a variety of media. Children are encouraged to develop their creativity through Art, Design and Technology, Music and Dance.

## **Relationships and Sex Education (RSE)**

We use a spiral curriculum to teach RSE. Both the RSE policy and spiral curriculum are available on the school website. Teachers aim to deal factually and honestly with children's questions about physical differences between the sexes and about human reproduction. Such questions might arise as part of the wider curriculum when children are working on projects concerned with themselves and human development.

Children are taught about different relationships (e.g. friendships) through our PHSE curriculum.



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## Other Useful Information

### **Child Protection**

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has a reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow County Procedures for safeguarding of children, and to inform social care of their concern. Our safeguarding and child protection policy is available on the school website or from the school office.

We do not wish to alarm you with this statement but remember it is our duty to make sure all pupils are safe at all times.

### **Special Needs**

The Local Authority is the admission authority and is responsible for school admissions. The school has in place an Equalities and Special Needs Policy which states no child with disability or special need will be treated less favourably than those without, in considering applications for admission. Our policies are reviewed annually.

We do have wheelchair access and disabled facilities on both levels of the school. We have in place a Disability Equality Scheme and Accessibility Plan. A copy is available on request.

### **How do I see the school about my child?**

If you have any concerns you are welcome to make an appointment with the class teacher or head teacher at a mutually convenient time to discuss these.

We have a parent interview evening twice a year, usually in the autumn and spring terms. A written annual report is sent out in the summer term. These give parents the opportunity to discuss their child's progress and achievements throughout each year. On occasions, we open the school for open days or curriculum workshops and you would be invited to these as appropriate.

### **Absences**

Please telephone school by 9.15am on the first day of your child's absence to explain the reason, as we are required to compile records of absences. Regular attendance at school is essential if your child is to be given the opportunity to make at least expected progress.

The school has a commitment to provide the best possible education for your child and this cannot be achieved if attendance is poor. We have a duty to provide attendance data to the local authority. The school will inform parents if attendance or punctuality becomes a problem.

### **Holiday**

Head teachers can only authorise term time absence if there are exceptional circumstances. Please contact the school office if you need to discuss an absence, at a suitable time. Parents of children who are absent from school for reasons that are not exceptional may receive a fine from Derbyshire Local Authority.

### **First Aid and Medication**

We have first aid facilities and competent staff at school who undergo regular training. We will always contact you should the need arise in cases of ill health or injury. We only administer prescribed medication and only follow local authority guidelines.

We do have a full policy on the administration of medicines available in school and on the website. Should you need further advice please contact the school office before sending any medicine to school with a child.



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### Medical Conditions Policy Statement

Long Lane Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.



The school ensures all staff understand their duty of care to children and young people in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

Long Lane Primary School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

We understand the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

### Dress

There is a school uniform. The colours are grey trousers or skirts with white blouses / shirts or polo shirts, with grey sweatshirts and a school tie. Sweatshirts with the school logo on can be purchased online from our supplier. All children need a pair of plimsolls, a white T-shirt and blue or black shorts for P.E. Other sports clothes such as tracksuits for outdoor games on the field are useful; Trainers are suitable for activities such as football or hockey. All clothing must be labelled with your child's name, as should coats and bags. The children will need a small drawstring bag in which to keep their kit on their peg.

Bags, with the school logo, for books etc. can be purchased from our school uniform supplier, please speak to the school office.

### Jewellery

The wearing of jewellery is not permitted except for a watch and single pair of stud earrings. If watches are worn they must be removed for P.E. and swimming.

Nail varnish and make up are not allowed. Children with hair longer than shoulder length should wear it tied back for reasons of hygiene and safety.



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### School Meals

Meals are cooked on the premises. They are optional, payment for these being made on Mondays. Cheques can be paid to Derbyshire County Council. If your child is coming in late, it is essential that we know if a meal is required, by 9.15am, at the latest. Children going home for lunch may leave at 12.15pm and must return by 1.15pm.

All children in Reception and Key Stage 1 (Years 1 and 2) are entitled to a free school meal. This is a new government initiative.

### Data Protection

We follow the national guidelines with regard to data protection. Basic information about children is held on computer to assist with the efficient organisation of the school and the children's educational needs. We update our records annually. A full policy is available on our website.

### Equal Opportunities

The school strives to ensure that all members of our school family, irrespective of sex, colour, race, faith or national origins are accorded equal opportunity and challenge to develop their skills most effectively and to their full potential. A full policy is available on our website.

### Complaints

We hope that parents feel able to discuss particular concerns informally with the staff or Headteacher. Should the problem remain unsolved, a formal complaint can be lodged with the school's Governing Body. The official procedure is available on the school website or from the school office.

### Educational Visits

These form part of our varied curriculum. Visits usually support our topic work and help to bring it alive and make it interesting.

Children also have the opportunity for collective musical experiences on and off site. All are involved in a nativity at Christmas or the end of the year and the Harvest Festival held at either Church.

We do have to ask for a voluntary contribution towards the cost of some educational outings.

### Parental Involvement

Parents are busy people but we do welcome help in many areas of our extensive curriculum. If you have a regular slot you can offer us each week for an hour or half a day that would be wonderful, if not then there are always incidental openings at all our events and fund raisers! Areas in which parents have helped are many – reading, computer work, sewing, apparatus etc. If you have a talent and want to help then let us know.



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### **Fundraising at Long Lane School**

Over the year, there are a variety of fundraising activities, which take place. We fundraise for the school and for various charities.

There is a flourishing community group called Friends of Long Lane (F.O.L.L.). The aim of this group is to support the school in any way it can, and to raise money for funds by organising various events. It is a very informal and friendly group. Every parent is automatically a member and made to feel part of the school very quickly. We hope that you will join us at our meetings and events; a warm welcome is assured.



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## Life Before and After Long Lane

### **Little Monkeys at Long Lane**

Our Little Monkeys group meet once a month in school. Please contact the office for dates so that your child can come along and join in the fun; there are plenty of activities out and one of these is always a craft activity.

### **Secondary Education**

Our children transfer to a few local secondary schools at the completion of Year Six. They may go to Queen Elizabeth's Grammar School (QEGS), Ecclesbourne or John Port Spencer Academy..

We have regular contact with QEGS to make a large school less daunting to children from small village schools such as ours. We also have plenty of liaison between the schools to ease the transition. We have contact with other small schools through various activities allowing children contact with peers from other areas. Staff from QEGS will visit and meet year 6 pupils during their final year.

### **Starting at Long Lane**

We have comprehensive transition arrangements for starting at Long Lane. These start with a meeting for parents where staff in school talk about the school day, other useful information and answer any questions you may have. We do a mix of pre-school / nursery visits and home visits. We find home visits particularly useful, they are an opportunity for you to ask any questions you may have and allow staff to start to build an early bond with your child.

Your child will also receive an invitation to join our Garden Class for a few sessions in the summer term prior to them starting school. Additionally they will be invited to enjoy a school meal.

Every child has different needs, therefore this arrangement is very flexible and you will always be consulted. It is natural you will be enthusiastic to hear all about your child's first day, sometimes they do not want to tell you! They are often absolutely exhausted; you can reassure yourself by popping in, or phoning school to talk to a member of staff. Always say goodbye to your child even if it is difficult for you as this establishes trust and a routine. If you think your child will be upset come and let the teacher know so that she can be on hand to reassure.