



DORRINGTON
Academy

“TOGETHER WE ARE STRONGER”

PROSPECTUS

Dear Parent or Guardian

Welcome to Dorrington Academy.

This booklet contains information and guidance about policies and day-to-day matters at the school. We hope you find it both useful and informative.

We are here to serve the community and help the young people in our care to achieve their full potential and in so doing prepare them for the next stages of education.

We wish to state our aims and listen to the views of everyone concerned with the school. Please do not hesitate to contact us if there is anything concerning you or if you have views to express.

We look forward to frequent contact and a successful partnership in the years ahead.

Yours sincerely

Miss L Barratt
Head Teacher

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DORRINGTON GOVERNING BODY

Dorrington Academy's Governing Body is responsible for the conduct of the school, ensuring the Curriculum meets with the requirements of the National Curriculum and the control of finance.

To allow parents to express their views on how the school is being managed, each academic year the Governors prepare an annual report to parents. This is sent to you with an invitation to attend a meeting to discuss the report and any matters concerning the running of the school.

GOVERNORS

Miss L Barratt
Mr J Hemmings
Mr K Hyem
Mrs S Ogidih
Mr F Khuhro
Mrs C Shotton
Mrs J Shrigley
Miss S Williamson
Mrs S Orgill
Miss J Nightingale
Ms J Hamilton-White
Mrs L Sneddon

Clerk to the Governors: Mr J Harrison

Governors can be contacted through the school.

SCHOOL HOURS

	Nursery		KS1		KS2
AM	08.45 - 11.45	AM	08.55 - 12.00	AM	8.50 - 12.30
PM	12.30 - 15.30	PM	13.05 - 15.25	PM	1.20 - 15.35

Please note: your child should be ready to line up at the above times. If they arrive in class once the register has been called, they will be sent to the school office and marked as late.

Should your child need to leave school during the school day, please inform the school by letter, or telephone and come to collect your child. Please inform the Office Staff that you are taking/returning a child during the school day, as we have to keep records of exactly how many children are in school.

In the interest of safety, children are **not allowed** to leave school alone during the day.

ATTENDANCE

Should your child be absent for any reason, please ring the school office on: 0121 464 5330 **as soon as possible**. If a reason has not been received after morning registration, a Group Call text message will be sent to parents.

Absences are recorded as 'authorised' or 'unauthorised'. Authorised absences are allowed for the following: -

- Illness
- Medical appointments (**often these do not require the whole day off**)
- Religious festivals (2 days per academic year)
- Absences due to exceptional circumstances will be considered by the Headteacher

Please complete a leave of absence request form obtained from the school office for all absences other than medical.

- Parents no longer have a right to keep their children away from school for reasons other than listed above. Such absences are classed as **Unauthorised**. Unauthorised absences may lead to fixed penalty fines from the Education Welfare Service.
- You will receive a record of your child's attendance each year.

HOLIDAY

Term-time holidays are **not** authorised at Dorrington Academy.

SCHOOL TERM DATES 2019-2020

AUTUMN TERM

Monday
2nd September 2019

To

Friday
25th October 2019

Monday
4th November 2019

To

Friday
20th December 2019

SPRING TERM

Monday
6th January 2020

To

Friday
14th February 2020

Monday
24th February 2020

To

Friday
3rd April 2020

SUMMER TERM

Monday
20th April 2020

To

Friday
22nd May 2020

Monday
1st June 2020

To

Monday
20th July 2020

Teacher Training Days:

Monday 2nd September 2019

Friday 6th December

Thursday 12 December - Elections

Plus 2 days

May Bank Holiday: Monday 4th May 2020 - SCHOOL CLOSED TO PUPILS

Election Day: Date TBC

STAFF AT DORRINGTON ACADEMY

Head Teacher

Miss L Barratt

Deputy Head Teachers

Mrs S Orgill

Miss S Williamson

Mr J Harrison

Assistant Head Teacher

Mr S Taylor

Inclusion Manager

Mrs S Orgill

Foundation Stage Teachers

Mrs S Hill

Mrs G Wallace

Miss A Butler

Mrs V Johnson

KS1 Teachers

Mrs J Cash

Mrs V Bright

Mrs S Cooper

Miss C Hill

Miss Z Ingle

Miss G Small

Mr C Allie

KS2 Teachers

Miss L Douglas

Miss D Davidson

Miss T Moreton

Miss C Bird

Miss J Reid

Miss J Stringer

Mrs J Rooney

Miss C Allan

Miss V Surrall

Miss K Nugent

Miss J Smith

Miss M Komal

Mr S Reed

Outdoor Education & Science

Mrs C Steventon & Mrs H King

Gifted & Talented

Mr D Hickmott

PE Teacher Miss A Kenny

Teaching Assistants

Mrs K Sarin

Miss K Barrett

Mrs J Best

Mrs J Farnsworth

Mr P Farnsworth

Mrs H King

Mrs R Hannis

Mrs O Fullard

Mrs G Mahmood

Miss S O'Donoghue

Mrs R Nawaz

Mrs K Green

Miss L Witter

Mrs M Amrik

Mrs S Wilkins

Mrs H Mann

Mrs C Steventon

Mrs P Harrison

Miss C Kelly

Miss H Dolphin

Mrs T Ali

Learning Mentor

Mrs J Best

Senior Office Manager

Mrs J Shrigley

School Clerical Assistants

Mrs C Russon

Mrs S Wilkins

Mrs J Arnold

Building Services Supervisor

Mrs M Harrison

IT Manager

Mr A Albertini

OUR AIMS

Everyone at Dorrington strives to develop the skills, attitudes and values of each other to be the best we can be.

At Dorrington Academy we aim:

- to respect the uniqueness of all those who are involved in the school community
- to encourage co-operation with each other, to be sensitive to the needs of others and to develop an awareness and an appreciation of other races, religions and way of life
- to encourage parents to take a supportive role in their children's education and daily life

The school is committed to high achievement for all through the creation of a happy, organised and stimulating working environment enabling the children to realise their potential for learning and their capacity for enjoyment.

THE CURRICULUM

Learning is a life long process which enables us all to play a full part within society, to contribute to it and benefit from it. All of us, as parents, children, teachers, governors and the community are involved in this process. Our school curriculum is of vital importance as it provides a solid foundation for future life experiences. In particular, our curriculum can provide learning opportunities through planned programmes, shared values and attitudes, which will equip children with the skills and knowledge to achieve their potential.

At Dorrington children have the right:

- to be valued, recognising that children's varied experiences and cultures are reflected in the way the curriculum is organised and delivered;
- to equality of opportunity, contribution and esteem, recognising the individual and the special needs of each child;
- to a curriculum that provides continuity and progression through well planned learning experiences;
- to a curriculum that involves the children in the learning process as much as possible.

OUR APPROACH TO LEARNING

Our approach is:

- child centred;
- relevant to the needs of today's children;
- mindful of the nine areas of experience: the creative and aesthetic, the human and social, the linguistic and literary, mathematical, moral, physical, scientific, spiritual and technological, thus enabling the development of a curriculum that is creative but has breadth and depth.

Your child's work is planned, monitored, assessed and recorded by staff. Discussions with pupils and parents are held at termly intervals throughout the year.

We are continually assessing and evaluating the curriculum together with our approach to teaching styles.

We wish to ensure that with our curriculum, children retain flexibility to apply the skills, concepts, knowledge and understanding gained from their homes, our school and the community.

EQUAL OPPORTUNITIES

It is our intention to give every child a full range of curriculum experience, regardless of ability, gender or race. Through well-structured activity based learning, the children develop the ability to co-operate with others and promote self-esteem. We aim to educate our pupils for life in a multi-cultural society, building upon the strengths of cultural diversity and mutual tolerance.

We are totally opposed to any discriminatory practice and stereotyping, based on gender, race or physical ability. To implement these principles positive action is needed to ensure that the curriculum reflects the school's policy. Every member of the school is aware of ALL forms of discrimination and recognise the necessity to counter them.

CURRICULUM POLICIES AND PROGRAMMES OF STUDY

FOUNDATION

Reception children follow the curriculum for the Foundation stage. The Foundation stage begins when a child reaches the age of three and continues to the end of the Reception year.

The Foundation stage curriculum is planned to cover all of the six areas of learning, which are:-

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical Development
- Creative Development
- Physical Development
- Knowledge and Understanding of the world
(This includes science, design technology, history, geography and information technology).

The Foundation stage leads into the National Curriculum. As the children get older, the curriculum will have an increasing amount of subject based teaching with more focused topic work to link subjects in a new creative curriculum.

KEY STAGE 1 & KEY STAGE 2

We will write to you termly to inform you of the work to be covered by your child in the term ahead, to enable you to be fully informed and allow you to support learning at home.

Setting has been introduced for Numeracy/Literacy in Years 2, 3, 4, 5 and 6. The children are grouped according to ability across the year group.

We seek to offer a broad curriculum to all children. The work will frequently be practical and have an investigative dimension in order for your child to solve problems for themselves.

Comprehensive documents on the various areas of the curriculum are available in the school and on the Website, which parents are welcome to see, (see also curriculum statement). We are happy to discuss any parts of the curriculum with you.

Parents who have a complaint about the curriculum we offer should contact the school.

SPECIAL EDUCATIONAL NEEDS (SEND)/LEARNING SUPPORT

At Dorrington, we recognise that for a variety of reasons, some children experience difficulty in learning or in accessing the curriculum. In such instances a working partnership with parents is of great importance.

Each curriculum policy includes ways to support SEND pupils at each planning level. A variety of resources are available in all curriculum areas. We follow the Government's Code of Practice and Birmingham LA's guidelines and use a graduated response to provide for children, incorporating a range of teaching strategies.

If your child experiences difficulty at any time, your child's class teacher will discuss any concerns they have with you and you may be asked to support your child in particular ways. If the difficulty is long term, or needs specific support in school, the class teacher will also discuss this with the SENCo and provision may be made for additional support. Your participation in planning and reviewing personal targets contributes to their success.

Specialists may be consulted (e.g. Pupil & School Support Service, Educational Psychologist, Speech and Language.) and/or new teaching strategies developed. Your child may have an Individual Target Plan to work on specific skills.

If your child is learning English as an additional language and has some difficulty accessing the full curriculum, then additional support may be given.

Our first priority is your child's welfare; there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board (BSCB).

If you have a query or concern, then your child's class teacher or the SENCo are both available. The Head Teacher and the governor responsible for SEND are also useful contacts.

MORE ABLE PUPILS

At Dorrington we seek to ensure that all children are given equal access to the curriculum including Gifted and Talented Pupils. A Gifted and Talented cohort is identified across the range of curriculum areas and recorded. This register is updated annually. Via differentiated activities in class lessons, we provide teaching which makes learning for these children challenging and enjoyable, enabling pupils to achieve their full potential.

SEX EDUCATION AND RELATIONSHIPS

It is the policy of the school to teach Sex and Relationship Education.

The subject is taught in Year 5 within the context of a topic on life cycles. The children are taught about life cycles of plants, insects and mammals and within that, human beings. The work is primarily designed to prepare the children for puberty and for the changes in their bodies that they will all experience as they grow up.

The work also looks at the development of the baby from conception to birth. Throughout this topic, there is always an emphasis on the fostering of caring and loving relationships.

Each year we have a meeting for parents when you have the opportunity to look at the materials we use and ask any questions.

Parents have the right to withdraw their child from some aspects of the curriculum but we ask that you discuss your concerns with the school before doing this.

RELIGIOUS EDUCATION

Religious Education is taught throughout the school based upon the Birmingham Agreed Syllabus.

All parents have the right to withdraw their children from Religious Education and collective worship. Parents wishing to exercise this right are asked to contact the School.

A full policy on Collective Worship and Religious Education is available for inspection within the school.

Spiritual and moral development is encouraged through the topics, assemblies and charitable projects during the year.

PHYSICAL EDUCATION

The school's sporting aims continue to be a provision of a planned and balanced programme in which the children are appropriately challenged to achieve high standards, a programme which will develop children's awareness of their own capabilities and physical competence, self-esteem and co-operative skills whilst having fun!

It is normal for all children to participate in PE lessons. If your child has a medical problem at any time, please let the school know in order that we make the necessary arrangements.

Your child will have the opportunity to go swimming in Y2, Y3 and Y5. The school follows the ASA Swimming Levels

PE KIT LIST

In order to comply with Birmingham City Council's Health and Safety Regulations, watches, rings, chains and bracelets must be removed and appropriate kit must be worn.

- Black Shorts, White T-shirt and black pumps for indoor activities.
- Black jogging bottoms and trainers for outdoor activities. (dark sweatshirt for cold weather)

Please could we also ask you to purchase a t-shirt in the colour of your child's house for Special Days such as Sports Day

- Emerald - Green
- Ruby - Red
- Sapphire - Blue
- Diamond - Yellow

EXTRA-CURRICULAR ACTIVITIES

We aim to offer a range of extra curricular activities to the children. Sometimes a charge is made for such activities if external agencies are involved. Last year the following took place:-

Multi-Skills for Years 1, 2, 3, 4 & 5	Football Teams for Years 5 & 6
ICT	Football Skills
Athletics Team	Recorder Groups
Gymnastics	Choir
Orchestra	SATS Booster Classes
Stage Skills	Homework Club
Badminton	Cricket

MEDICAL INFORMATION

All children are screened by the school nurse or doctor during their Reception year. A vision and hearing test is also performed during the Reception year and you will be advised of the results. Parents are informed of this examination in advance.

We recognise that there are times when it may be necessary for a pupil to take medication during the school day. Should your child need to take medicines/tablets/drops etc during school hours the following procedures must be adhered to:-

1. Parents/guardians must come into school and personally hand over the medication to the office.
2. The medicine should be in the container as prescribed by the doctor and dispensed by the chemist with the child's name and instructions for administration printed clearly on the label.
3. The form 'School Medicine Record' should be completed by the parent/guardian. The school office will keep this, and a record of the administration of each dose will be made and signed.

If there are no written instructions or are not prescribed by a doctor medicines **cannot** be administered.

If your child is unfortunate enough to have a splinter on their body, which needs to come out, the school will telephone you and seek permission to remove if possible.

Children with asthma will keep inhalers in their classrooms.

We ask annually for an emergency contact form to be filled in. Please let us know if there are any changes during the school year.

Please ensure that the school has an emergency telephone number if you go out to work, where a responsible adult can be contacted if your child falls ill or has an accident.

We often receive phone calls from parents asking us about childhood illnesses. We hope that this information will help you when diagnosing and treating some of the many contagious diseases that can occur when your child is at school.

RECOMMENDATION OF ABSENCE FROM SCHOOL

Chickenpox, Shingles	At home until 5 days after date last spot becomes scabbed.
Conjunctivitis	At home 24 hours after beginning treatment.
Diarrhoea and Gastroenteritis	Any person vomiting or suffering from diarrhoea to remain home until 48 hours after it has stopped.
Hand Foot and Mouth	At home 3-5 days, infectious whilst illness is present.
Impetigo	At home 48 hours after treatment has started and crusts are drying up. Sores need to be covered up.
Influenza	Return to school when well.
Live Head Lice	Parents to be notified of children with head lice.
Measles	At home until 5 days after the appearance of the rash.
Mumps	At home until 9 days after the swelling started
Ringworm	Exclusion until treatment has begun. Activities involving physical contact or undressing for PE etc, should be discouraged.
Rubella (German Measles)	At home until 5 days after the appearance of the rash.
(Parvovirus B19)Slapped Cheek	No recommended period to be kept away.
Tonsillitis and Scarlet Fever	At home until 1 week after beginning antibiotics.
Whooping Cough	At home at least 5 days after treatment has started.

SAFEGUARDING

Dorrington Academy is committed to safeguarding and promoting the welfare of all children, a commitment shared by the whole Academy community. Our Designated Safeguarding Lead (DSL) is Mr Harrison Deputy Headteacher. She has lead responsibility and management oversight and accountability for child protection and, with the Headteacher Miss Barratt, will be responsible for coordinating all child protection activity. You can read the Safeguarding policy on the Dorrington Academy website. If you wish to raise any concerns please contact Mr Harrison on 0121 464 5330.

PASTORAL CARE

We hope that the years your child spends at Dorrington will be happy and stimulating. To ensure this, we take the pastoral care of the children very seriously. We will always discuss any problems your child may have. In the first instance it is the child's Class Teacher you should contact.

The Head Teacher or a member of the Leadership Team is available, but a telephone call to the School Office Manager to make an appointment may save you a wasted journey.

Remember that seemingly trivial matters can be very important to your child, so please do not hesitate to get in touch with us.

SECURITY

Within the constraints of the School Budget and the LA funding we have made the site secure during the school day. The front gates are locked at 9.00 am and entry should be made only through the front entrance, which has a camera and door release system operated from the Secretary's office. All visitors **must** report to the office, sign in and wear a badge if staying on site. For security reasons we ask parents leaving the building **not to allow entry** to anyone waiting, as all visitors wishing access must contact the school office through the security system.

The gates are unlocked at 3.15 pm to allow parents into the front playground.

Entry to the Nursery is via the ramp. **Parents are requested not to go via the Infant corridor.**

MONEY IN SCHOOL

Money comes to school for many reasons and managing that money can cause difficulties to staff.

In order to help in this we ask that all money be sent to school with the children in an envelope clearly marked with the amount, the child's name, the class and what the money is for. This enables us to put the cash aside and open the envelopes when the early morning rush has subsided. Please **do not** take money to the office yourself.

Cheques for dinner money should be made payable to '**Dorrington Academy**' and have your cheque card number, together with expiry date, on the reverse. Payments for school trips if made by cheque should be made payable to '**Dorrington Academy**' and likewise annotated.

We do not give out change, as doing this for 600+ children can be very difficult; we recommend you send the **correct** money. We do, however, operate a computerised debit/credit system to record current balances.

Envelopes for paying in school monies are available from the school office.

SCHOOL FUND

During the school year, we have certain fund raising events to raise money for the school. All money raised is used to provide equipment for the children.

In addition to these big events, we have a main collection of a £15 contribution per year - per family. However, if you would like to send a few pennies with the children, this would be gratefully received. In a large school like ours, these small contributions can add up to a healthy amount each week and provide a valuable source of funding for the school.

EDUCATIONAL TRIPS

The staff organise a wide range of activities and visits for the children. We believe that such activities are very beneficial to the children and contribute towards the broad educational experience we seek to offer at **Dorrington**.

Parents who experience difficulty making such payments should approach the Head Teacher, as a small fund is available for such purposes.

HOME AND SCHOOL PARTNERSHIP

The education of your child involves a partnership between home and school. We value your support in ensuring that your children have a happy and full educational experience at Dorrington Academy. It is only through working together that your child can fully benefit from their time here.

To this end, the school regularly holds progress meetings where parents are able to discuss their child's development with his/her class teacher.

Please do not hesitate to raise any concerns you may have or bring other matters to the school's attention.

To cement this partnership, we ask you to sign a Home-School agreement which sets out what we as a school and you as a parent can do to ensure the best possible education for your child.

Parents and friends are welcomed into school on many occasions to share in assemblies, performances and sporting events.

Weekly Newsletters (always on Pink paper) are sent home on Fridays and are also published on the school website. These give you events, dates, celebrations etc, and keep you up to date with what's going on in school.

School reports are issued near the end of the school year.

The school has an Assertive Discipline policy, which concentrates on celebrating good behaviour to promote a positive school ethos.

PARENT HELPERS

Many parents help in the school and we are grateful to them for the support they offer. We welcome your help and encourage you to contact the class teacher if you are able to spare some time. We would particularly welcome any fathers who may be able to come in, as we are sure they have many skills that can be shared with the children.

Some parents are happy to work with the children; others prefer to do jobs around the school. We are happy to take account of your wishes as ALL help ultimately benefits the children.

Please note - in order to help in school, you will have to complete a Disclosure & Barring Service (DBS) form. Please see a member of the SLT.

UNIFORM

All of our children wear school uniform and the children feel happier when they appear the same as everyone else. It is an outward sign of the personal commitment each child makes to the school. We have ensured that our uniform is smart, practical and reasonably priced.

School ties, jumpers, cardigans and book bags may be ordered from the School Office.

BOYS

Winter Uniform from September

Grey trousers, White shirt, School tie
Royal blue V necked jumper with school logo
Black school shoes

Summer Uniform from April

Grey shorts or trousers, White shirt,
School tie
Royal blue V necked jumper with school logo
Black school shoes

GIRLS

Winter Uniform from September

Grey skirt or trousers, White shirt,
School Tie
Royal blue cardigan or V necked jumper with
school logo,

Black school shoes (no heels)

Summer Uniform from April

Blue & white Summer Dress
Royal blue cardigan or V necked jumper with
school logo
Black school shoes (no heels or open toe
shoes)

Trainers should **NOT** be worn in school, but may be worn in the playground on football days.

All items of clothing should be clearly marked with the pupil's name.

JEWELLERY

Stud earrings **only** may be worn. However, these must be removed for PE and swimming. Watches may be worn at the child's risk.

Religious items of jewellery may be worn.

DINNER TIME ARRANGEMENTS

You have the choice as to how your child spends the mid-day break.

She/he can stay for school dinners, bring a packed lunch or go home for dinners.

Universal Infant Free School Meals

From September 2014 **ALL** children in Reception, Year 1 and Year 2 became eligible for Universal Infant Free School Meals. There will be no obligation to take up your child's free school meal. If you prefer they can bring a packed lunch from home.

Dinner money for the week, £10.00 (£2.00 per day), **must** be sent to school on a Monday morning. **If we do not receive payment your children will be unable to stay for dinners and will have to bring in sandwiches.**

We have a three option menu for school dinners, including a Halal and Vegetarian option everyday. The meals are cooked and transported to school each day.

If you know your child will be late for school (for example a dental appointment) please contact the school to ensure that the meal is 'booked' at the school office by 9.45 a.m.

The children are supervised at dinnertime by Supervisory Assistants who work closely with the teaching staff to ensure smooth transition between sessions. The mid-day break is an important part of the learning process and the supervisors have a vital role to play. Their aim is that everyone has a safe and happy dinnertime, encouraging appropriate behaviour and assisting with the mealtime routines.

High standards of behaviour are expected from the children. Parents will be informed when children are failing to meet the desired standard in the hope that combined action will improve the situation.

ADMISSIONS POLICY

Children start Reception in the academic year they are five.

Pupils are admitted to **Dorrington Academy** in line with the policy as set out by the LA which states:-

- **CIC (Child in Care)**
- First places will be offered to children with siblings in school at the time the child enters the school.
- Other places will be offered according to distance from the school, nearest first.

Parents who are unsuccessful in getting a place at **Dorrington** have the right to appeal to the LA. Information on how to do this is available from the school.

Special arrangements for SEND pupils are discussed at initial meetings.

NURSERY ADMISSIONS

Children start nursery in the academic year they are four.

Pupils are admitted to **Dorrington Nursery** in line with the policy as set out by the LA which states:-

- First places will be offered to referrals from Social worker/Health Visitors etc. (Very strict criteria involved).
- Siblings
- Other places will be offered according to the distance from the school, nearest first.

Admission to Nursery **does not** automatically mean admission to School.

SCHOOL WEBSITE

We are a busy and friendly school, where fun with learning is at the centre of everything we do. The website aims to give you a taster of the school, as well as providing regular updated information for both parents and pupils. We hope you visit our website and that you find any information you are looking for. Please feel free to contact the school direct with any queries you may have.

STATEMENT CONCERNING RACISM

The school will not tolerate racist attitudes among its staff, pupils or those who visit school. Staff will always challenge racist attitudes and behaviour wherever they encounter it.

The school will not tolerate racist taunting or bullying.

The school will promote a view of Britain as a home for people of different colour, faith and culture, including travellers. The school will recognise the cultures of those in its school in a way that enables those pupils to feel a recognised and valued part of the school community.

STATEMENT CONCERNING ABUSE OF STAFF

The school staff strive to treat visitors with due care, courtesy and respect. Our staff expect the public to show the same courtesy and respect.

We thank you for taking the time to read this document. If you have any queries please do not hesitate to contact us.