



In the heart of the community!



WELCOME TO OUR SCHOOL

A warm welcome to Dovecot Primary School!

We hope that you will find this prospectus useful in selecting a school for your child.

We are extremely proud of our school and its community. We believe strongly that school should be fun and that each child has the right to be encouraged and nurtured to reach their full potential.

We provide a broad and stimulating curriculum within a friendly, happy and secure environment.

One of the best ways to decide if our school is right for you is to visit us during a normal day when you can see the children at work and experience our ethos and atmosphere at first hand .You are welcome to visit during school hours to meet myself, staff & pupils - please telephone if you would like to make an appointment.

We are confident that, should you choose to visit, you will see all that Dovecot Primary School has to offer your child and your family.

We look forward to meeting you and your child.

Yours sincerely,

*Mrs K Honey
Executive Head teacher*

Dovecot Primary School

Address: Grant Road
Liverpool
L14 OLH
Telephone: 0151 259 4065
Fax Number: 0151 259 4064



Executive Head teacher: Mrs K Honey

Head of School: Mrs L Roberts

Chair of Governors: Mrs. C. Nurse
C/O Dovecot Primary School
Grant Road
Liverpool, L14 OLH.

Clerk to Governors: Mrs P Neill
C/O Dovecot Primary School
Grant Road
Liverpool, L14 OLH
dovecot-ao@dovecot.liverpool.sch.uk

SCHOOL STAFF

TEACHING STAFF

Mrs K Honey	Executive Head teacher
Mrs L Roberts	Head of School
Miss A Edis	Year 5/6 Teacher
Miss S McKuhen	Year 4/5 Teacher
Miss R Varney	Year 3/4 Teacher & SENCo
Miss S Buckle	Year 2 Teacher
Miss S Wilson	Year 1 Teacher
Mrs Dornan	Reception Teacher & Early Years Lead
Mrs J Matthews	Nursery and Year 5 Teacher

CLASSROOM SUPPORT STAFF

Miss J McNamee
Miss S Brown
Mrs J Badrock
Mrs D Warrilow
Miss G Pape
Mrs C Metcalfe
Miss C Russell
Miss J Ching
Miss K Challinor

HIGHER LEVEL TEACHING ASSISTANT

Miss S Weston

PASTORAL SUPPORT OFFICER

Miss D Weston

OFFICE

Mrs J Goodall	School Business Manager
Mrs J Stanley	Clerical Assistant / lunchtime support

LUNCHTIME

Our Support staff are on duty at lunchtime

School Governing Body

Members

Mrs. C. Nurse	LA Representative - Chair
Mrs J Salim-Smith	Co-opted
Mr M Walwyn	Co-opted
Miss O Tonga	Parent Representative
Mrs C Breen	Co-opted
Mrs L Connick	Co-opted
Miss L Glover	Co-opted
Cllr. H Doyle	LA Representative
Mrs. K Honey	Executive Head teacher
Mrs L Roberts	Head of School
Miss S Buckle	Staff Representative



Class Organisation and Age Ranges

Dovecot Primary School caters for children ranging from Nursery aged (2 years) to Year 6 (11 years)

Nursery 1	2 - 3 years
Nursery 2	3 - 4 years
Reception	4 - 5 years
Year 1	5 - 6 years
Year 2	6 - 7 years
Year 3	7 - 8 years
Year 4	8 - 9 years
Year 5	9 - 10 years
Year 6	10 - 11 years

The school is organised into three stages. These are as follows:

Foundation Stage : Nursery and Reception

Key Stage One (Infants) : Years 1 & 2

Key Stage Two (Juniors) : Years 3, 4, 5, & 6



The Curriculum

Throughout the school all subjects are taught according to the National Curriculum. (Detailed information about these subjects can be obtained upon request, from our website or from the school office.) The National Curriculum consists of Core and Foundation subjects and follows the requirements for daily Literacy and Numeracy lessons.

CORE SUBJECTS: Literacy (English)
 Numeracy (Mathematics)
 Science

Literacy and Mathematics

Pupils spend an hour each day on each of these basic subjects as well as additional English activities which include spelling, handwriting and reading.

The school has the **Basic Skills Quality Mark** which recognises excellent practice in the teaching and assessment of Literacy and Numeracy.

Children are given a reading book and a reading record to be written on by anyone who hears them read. It is very important for their future development that they read to someone at home each day so that your child becomes competent and confident. Reading is the most important skill for your child to acquire as it provides the key to all learning, now and in the future. The teaching of reading is an important aspect of the daily Literacy lesson but all children benefit from additional practice by reading to another adult as often as possible. Children are rewarded for home reading with bronze, silver and gold certificates.

It is also important that you spend as much time as possible in conversation with your child so that s/he becomes a clear, articulate and confident speaker. This is a particular focus for our school.



In science, pupils gain a basic knowledge and understanding of scientific principles through practical lessons. They undertake investigations, predict outcomes, record findings and draw conclusions.

FOUNDATION SUBJECTS: Music, Design Technology,
Art, History, Geography,
Physical Education,
Computing,
Spanish,
Personal, Social & Health Education

These subjects form the basis of our topic based curriculum which encourages links between subjects and provides exciting learning opportunities for our children. We aim to foster creativity across the curriculum and are proud of our achievement in the arts. We also hold regular 'Creative days' where we approach a subject in a cross curricular and fun way. Recent themes have included Pirate day and French day, both very successful.

We offer a wide range of physical activities including athletics, gymnastics, games, dance, swimming (Years 4, 5 and 6), judo, football training, tag rugby and more. Because of our work to ensure the health and well-being of our pupils, we have been recognised as a '**Healthy School**' by the Local Authority.

We are very well equipped for teaching Computing with a range of Chromebooks, tablets and computers in all classrooms, in addition to SMARTboards in each room which are used as teaching tools by all teachers. We also use digital cameras and microscopes and digital video cameras to enhance our delivery of the curriculum. Pupils take part in film-making, animation and photography. We use iPads/ tablets to enrich curriculum in numeracy and other subjects.



At appropriate stages, career education and guidance and economic awareness are included in the curriculum and personal, social, health and citizenship education are ongoing throughout the year. We have an Equal Opportunities Policy and any bullying or racist behaviour is taken very seriously indeed and dealt with immediately.

The school follows the Liverpool Education Authority agreed Religious Education Syllabus.

Each school day has a time for collective worship. Although primarily Christian but non-denominational, the worship will include stories from - and will celebrate the main festivals of - other faiths as outlined in the agreed syllabus for RE. Parents have the right to withdraw their child from these sessions on religious grounds.

Our Sex and Relationships Education Policy is available for parents on request from the school office

Extra - Curricular activities

The school provides opportunities, at various times to participate in a variety of after school activities, which include

- Guitar
- Keyboards
- Choir
- Art & Craft
- Athletics
- Football
- Film Club
- Netball
- Computers
- Karate
- Youth club
- Homework
- Kwik Cricket
- Writing
- Fencing
- Archery

Clubs are run in half termly blocks.



To support their classroom work children through the school take part in educational day visits. Among the places the children visit are Martin Mere, Speke Hall, Formby Nature Reserve, Acorn Farm, Museum and Art Gallery, Liverpool World Museum, Norton Priory, IM Marsh Centre, Knowsley Safari Park, Croxteth Hall & Park, Chester Zoo, Royal Philharmonic Hall, St. George's Hall, the National Wildflower Centre and the Manchester Science Museum.

Homework

The school sets regular weekly homework for all year groups which include reading, spelling and tables and topic research. The class teacher will notify parents of the homework requirements. Homework bags can be purchased from the school office for £3.50.

Personal, Health, Social, & Citizenship Education

Education must ensure that young people enter adult life healthy and with the best possible chance of achieving and maintaining that health. Promoting positive attitudes and values can only be achieved by the active participation of young people in dealing with such health issues as personal hygiene, dental care, drug and alcohol abuse and moral values. We link our pupils education with health and well-being, involving parents and the wider community so that we equip our children with the knowledge, values, attitudes and skills that will enable them to lead a healthy lifestyle now and in the future. We have incorporated the Governments "Every Child Matters" from the 2004 Children's Act into every aspect of school life.



Admissions Policy

To apply for a school place within the school year, parent/carers should contact the Local Authority. **Liverpool Direct Limited Tel: 233 3006**

At present, children are eligible for entrance to the Foundation Stage provided they reach their 4th Birthday by the 31st August of that year. Application for a place does not guarantee admission. It is advisable to apply for a place in advance so that your child's name can be put on a waiting list. Should the school be oversubscribed, the Liverpool Education Authority Admissions Policy will be followed i.e. priority will be given to children on the following basis: -

- Children in public care (LA directive)
- Children who have a brother or sister in the school when they start school,
- Children whose permanent address is closest to the school.

The Headteacher will inform parents at the beginning of the summer term if they have been allocated a place. Parents who are not successful in obtaining a place will be informed and given advice on alternative school places.

Nursery Admissions

The School has a 26 place part-time Nursery for children from the age of three years old providing a safe, happy and stimulating environment, with a curriculum which lays the foundation for a successful school career. This Foundation Stage curriculum emphasises learning through play and places great emphasis on the learning of social skills and creative play as well as preparation for maths and reading.

Children may be registered for the Nursery following their second birthday. Children will be sent for after their 3rd birthday depending on the availability of places. Only one Nursery School or class place can be accepted and children should not appear on the register of two schools or classes.

Nursery 2s

Two year old Nursery places are available for families in receipt of income support or other. Please ask at the office for details.



Attendance

Excellent attendance is essential if pupils are to cover the work of the National Curriculum and to make the most progress. Too many odd days and half-day absence can cause problems for the pupil when vital lessons are missed. It is the parents' duty to ensure that their children attend school, arriving punctually, properly dressed, and with enthusiasm for the day's activities. We work closely with our Educational Welfare Officer to support parents of pupils with poor attendance.

The class attendance is recorded each week and pupils with 100% attendance for the full year receive an end of year prize.

Other rewards are also given for good attendance during the year.



Our whole school attendance target for 2017-2018 is 97%

Pupil Attendance and Education Welfare Service

The Education Welfare Officer (EWO) is available to assist parents and teachers with problems. Our allocated EWO is Mr. Karl Hands.

The Education Welfare Officer can be contacted at:
Central Division, Knotty Ash Customer Focus Centre,
269 Blackmoor Drive

Liverpool L12 3HA

Telephone: 0151 254 7761

Fax: 0151 254 7755

Uniform

All children are required to wear school uniform so that they look smart and are ready for work. Uniform creates a sense of pride and identity as well as being the most practical and economic form of dress. All clothing should be labelled with the child's name.

- Boys: Grey trousers
 White polo shirt
 Purple sweat shirt/tank top
- Girls: Grey skirt, pinafore dress or trousers
 White polo shirt
 Purple sweatshirt or cardigan/tank top

Sweat-shirts, polo shirts and cardigans bear the school crest and can be obtained from West Derby schoolwear on Eaton Road (L12 2AG). Knitted tank tops bear the school crest and can be obtained from the school office at a cost of £9.50.

In summer girls may wear a purple or green gingham dress. Boys and girls may wear a school polo shirt during the summer.

PE kit - black or navy shorts and white T shirt (not school polo shirt) and black plimsolls -is essential for hygiene and for ease of movement. These should be worn for PE only for reasons of hygiene. P E Kits available from the school office, T shirt, Shorts and bag cost £7.00. Both boys and girls in Years 4, 5 & 6 require a swimming costume and a cap for swimming lessons. Boys must have proper trunks; short shorts or football shorts are not permitted. Parents are aware of the cost of replacing children's clothes, and are therefore expected to help us encourage children to look after their clothes. Every item should be clearly named, with an indelible marker so that if lost and found it can be returned. Neither the school nor the LEA will replace items lost by careless pupils. A good attitude to dress is usually reflected in the standard of behaviour and the work the child produces.

Tracksuits, football kits, jeans and trainers are not permitted.

Jewellery the wearing of jewellery causes a health and safety hazard and is not allowed. Children with pierced ears may, however, wear stud earrings only.

Voluntary Contributions

No charges are made for school activities, which take place during the school day. Occasionally the school asks for voluntary contributions to fund certain activities. It should be emphasised that there is no obligation to contribute, and no child would be excluded from any activity if parents were unable to contribute. However, if there are insufficient funds, it may not be possible to maintain the planned programme of activities. No charge is made for swimming lessons either for transport or the tuition.

(The school follows the Liverpool guidelines for charges for school activities.) The School's Charging Policy is available from the office.



Safeguarding

It is important for parents to be aware that the school takes its responsibility in this area extremely seriously and will take all reasonable action to ensure the safety of its pupils.

Where the school has reason to believe that a child may be subject to neglect, ill treatment or to other forms of abuse, staff are required to follow Liverpool Child Protection procedures and inform Social Services of their concern. All staff and helpers are subject to CRB checks for the safety of your child. In general, if the school is concerned about a child, the family will be contacted and the situation discussed. Only in extreme cases will the above procedure be followed without prior consultation. This is the law and we must comply or be found negligent.

The Designated Safeguarding Lead is Miss D Weston (Pastoral Support Officer). The deputy leads are Mrs K Honey, Miss S Buckle and Miss R Varney. Copies of our Safeguarding and Child Protection Policy are available on request from the school office.

Pastoral Care

All members of staff are involved in the pastoral care of the pupils. It is no one teacher's particular responsibility. Class teachers soon get to know the pupils in their care, and are the child and parents first contact when problems arise. The Head and other senior leaders are also available to pupils and parents with problems



Disabled Facilities/Access

The school is equipped with wheelchair ramps and a toilet for disabled pupils. There are showers available. We will do our best to accommodate any special needs that may arise. The Special Educational Needs and Disability Act 2001 places a duty on all educational establishments to indicate the steps they will take to ensure that the school is inclusive. This means meeting the needs of all present and future pupils who may have a disability. Dovecot Primary school has produced such a plan and will seek to make any reasonable adjustments in order to successfully educate any pupils with such needs.

Special Educational Needs and/ or Disabilities (SEND)

Every child is included in the National Curriculum Programmes of Study, whatever his/her ability. The School has a staff co-ordinator for pupils with Special Educational Needs and/ or Disabilities who works closely with all class teachers, the Headteacher and the Governor responsible for Special Educational Needs. Every effort is made to provide work suited to the needs of the child. Children may be given extra attention individually or in-groups including specialist assistance from teachers from outside.



The school's Special Needs Policy is available from the school office and on our website. The Special Educational Needs Co-ordinator (SENCo) works closely with parents and will make regular appointments to consult them about their child's needs and progress. Pupils are also consulted about their individual education plans. The school may refer a child to an outside agency for specialist help after consulting parents.

Equal Opportunities

Dovecot Primary School is committed to the promotion of equal opportunity for all pupils.

This school pledges itself to be a place where children of all races and religions will find safety and respect for themselves, their families and their traditions.

This school will actively seek to combat racism and sexism. All forms of racial prejudice and racist behaviour committed by a pupil, a teacher, a parent or any other adult in school, are equally unacceptable, and all will be dealt with immediately.



Home and School Partnership

It is our task to help your child make the best possible educational progress while attending this school. We readily welcome your involvement in this. Parents and teachers working in partnership will provide the best atmosphere for the children, and encouragement from home is vital. Parents have the freedom to visit us regularly, but it is important for us all to remember that good relationships depend upon mutual courtesy, confidence, trust and respect.

Teachers will readily advise parents of ways in which they can help children at home. Helping with homework is important and crucial to your child's progress.

During the school year, parents will be invited to formally meet the class teacher to discuss their child's progress each term. It is a statutory requirement for schools to report in writing to parents annually. These reports will be made during the Summer Term, and contain targets for improvement. Your support in reaching these targets will help your child to succeed.

The report forms are computerised but designed to meet the needs of this school, and those for Year 6 will contain the results of statutory assessment (SATs). In addition, parents are warmly invited to attend our Friday Celebration Assembly at 9.15am each week. Parents will also be invited to special events held in the school. We send out our weekly newsletters to keep parents in touch with events in school; these can also be found on our website.



We are fortunate to have a growing number of parents who are willing to assist school in specific ways, assisting in classrooms, fund raising etc. any parent who can offer help in any way should contact the Headteacher or a Parent Governor. We welcome parents into school at any time. Please let us know if you would like to help in school. You and your child will be asked to sign a Home/School Agreement which will show how we can work together. Copies of these can be obtained at the office.

School Meals

All meals are cooked on the premises and school works hard with nutritious catering partners to ensure excellent quality and choice. Dinner money is collected on a Monday morning and should be paid to the class teaching assistant.

Milk is provided for children attending Nursery up to Year 2. The school subsidises this and there is no charge for any pupils. All pupils in Foundation Stage and Key Stage 1 are provided with a free meal and piece of fruit each day.



Free school meal forms for Liverpool and Knowsley are available from

the school office or the One Stop Shops. Children may prefer the alternative of a packed lunch to a school meal. Whichever option is chosen, children must keep to that choice for that half-term.

A suitable packed lunch box is required, clearly labelled with your child's name and class. No glass bottles are allowed in school. We actively encourage parents to provide healthy packed lunches.

If you provide a packed lunch for your child it needs to contain a balance of proteins, carbohydrates and vitamins to achieve healthy eating status.

A recommended packed lunch would contain -

- ❖ a piece of fruit
- ❖ a wholemeal sandwich or bun with meat, fish or cheese
- ❖ any salad vegetable, yoghurt
- ❖ a packet of crisps or a cake or a chocolate bar or 2 biscuits
- ❖ low sugar drink



Positive Behaviour Policy

Discipline in school is necessary so that everyone may work peacefully in an atmosphere of order, fairness and good humour. Pupils are entitled to guidance and protection. Teachers and other adults in school are equally entitled to co-operation and respect. True discipline is self-discipline, which needs to be developed in all pupils so that they behave well both in and out of school. All pupils are expected to follow instructions, work to the best of their ability, and to be of good behaviour. The importance of good manners and courtesy is emphasised. A variety of positive incentives are available to reward good work and appropriate behaviour. Parental praise is also a welcome reward. School rules are based on common sense and good manners, and designed for the safety of the people in school and their property. Pupils are taught the necessity for the rules and are expected to abide by them.

Parental Involvement and Responsibilities

Parents will be informed of the system in the following ways:

- Provision of the Positive Behaviour Policy at the start of the new school year
- At new intake parents meetings in July each year
- Through an information pack for parents of new children starting the school
- Acceptance of the plan is indicated by parents' signatures on explanatory letter and Home/School Contract
- Parents will be informed by letter of any behaviour problems and may be invited to discuss them at a meeting with the Head of School or Pastoral Support Officer.

We expect parents to take responsibility for the behaviour of their children in the following ways:

- To make children aware of appropriate behaviour in all situations
- To encourage independence and self discipline
- To make sure that their children arrive on time, in school uniform, and to make sure they are collected on time
- To put children to bed at a reasonable time, having completed any homework, so that they are fresh and ready for a new day at school
- To show an interest in all that their child does at school
- To foster good relationships with school and support the work of the school so that the child has a positive image of school life
- To support the school in the implementation of this policy.

Bullying

Teachers, governors and parents of this school will not tolerate bullying.

Anti-bullying education is a regular feature of assemblies and PHSE lessons. Parents of children who are involved in such actions will be called to school, and expected to take positive action if they wish their children to remain in school. A copy of our Anti-Bullying Policy is available from the school office and on our website.



Medical Arrangements

During the year various medical tests and inspections are carried out as determined by the Community Child Health Service.

Parents are always notified when the nurse is to visit. The school doctor, nurse and dentist are based at Yew Tree Children's Centre, Berryford Road, Liverpool L14 ED telephone no. 296 7950. Parents of children who require medication should arrange with the Headteacher to come to school to administer the medicine to their child. If a child requires ongoing medicines arrangements can be made for a designated member of staff to administer these in accordance with school policy. An emergency contact number and address is required for each pupil and a parent or other person should always be contactable in case of emergency.

Parents should notify the school of any change in address or telephone number, and any child needing immediate medical attention at school will receive it from a qualified First Aider on the staff. No pupil will be sent home unless accompanied by an adult.

Parents of pupils who need inhalers for asthma will be required to fill in a consent form for the school to administer the medication.



Holiday Dates

Term and holiday dates are circulated to all parents at the beginning of the school year extra copies available from the school office. Dates for the five teacher training days are provided as soon as they have been determined. School terms and holiday dates for the next academic year are available on www.liverpool.gov.uk. Parents are expected to make every effort to take family holidays during the school half-terms and holidays. Check out our website at www.dovecotprimary.co.uk

Prospective Pupils

Prospective pupils and their parents are welcome to visit the school at any time. Arrangements will be made for them to see the school and to ask any questions they may have. Pupils already in school will be given the opportunity to meet their new class teacher at the end of the summer term.



Cross - Phase Links and Secondary Transfer

We have close links with Broadgreen International School and other academies and secondary schools. During the year, invitations are received from other Secondary Schools, inviting parents and pupils from Year 5 and 6 to visit their Open Days. It is recommended that parents accept such invitations, so that they can make an informed choice when selecting a suitable secondary school for their child. Pupils who transferred to Secondary school in September 2020 went to Broadgreen International, West Derby Boys, Archbishop Blanch, Huyton Arts and Sports Centre for Learning, Childwall Sports Academy, Broughton Hall, Cardinal Heenan and Holly Lodge Girls School.



School Council

Our school council takes active part in decision making in school. Each class elects two representatives and they meet regularly to discuss current issues in school. Their contribution is taken very seriously and their recommendations acted upon where it is practical to do so. The school council members act as buddies for any child who is lonely or is having friendship problems on the playground.

Community Cohesion

We recognise the pivotal role we play in developing community cohesion and are committed to supporting this by:

- developing a common vision and sense of belonging;
- developing an appreciation of the diversity of people's backgrounds and circumstances;
- creating opportunities for all students to achieve their potential;
- building strong and positive relationships.

We recognise that this is of particular importance for a school which is predominantly mono-cultural in preparing its students for life and work in a multi-cultural society and world.

The term 'community' has a number of dimensions for us including:

- The school community ~ the young people it serves, their parents, the staff and governing body and community users of the school's facilities and services;
- The communities created by the networks we establish with schools, colleges, work-based learning providers and other partners-
- The local communities of Dovecot, Liverpool and Merseyside
- The U.K. Community;
- The Global Community.
- Through both curriculum studies and other areas we try to educate our pupils about all.

For several years we have had a successful partnership with Barclays who support our fundraising and allow many of our trips and creative days to take place. We have received playground equipment, hool-a-hoops, tennis balls, footballs, plants, printer ink cartridges etc.

In the community we have so many friends and when possible use these services for purchasing selection boxes, Easter Eggs, flowers and refreshments etc. We also have good links with Dovecot Community group, Yew Tree Children's Centre, Holy Spirit church and Trinity Anglican/ Methodist Church.

Thank you very much for reading our prospectus. We hope it has given you the information you need about our school. If there is any more information you would like or any other way in which we can help you, don't hesitate to ask.

Don't forget to check out our website!

www.dovecotprimary.co.uk

