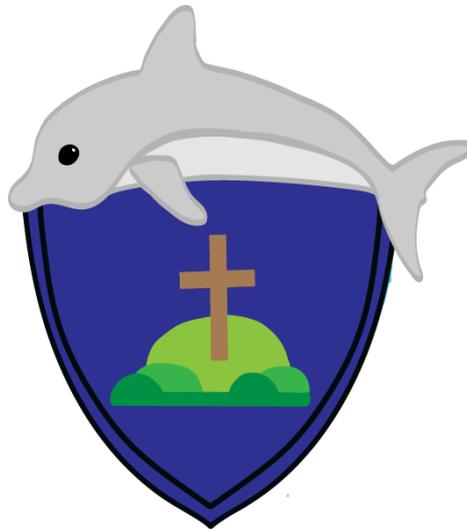


Dolphinholme Church of England Primary School



School Prospectus 2020- 21

Mission Statement

With God at the heart of everything we do, we educate by encouraging a sense of wonder, praise and mutual respect. We offer every child opportunities for success, making them confidently equipped for life's journey.

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.

John 15:5



Welcome to Dolphinholme C. of E. Primary School.

Welcome to Dolphinholme C.E. Primary School where we are blessed with a wonderful setting in which to learn.

Within a distinctive Christian ethos, our school aims to enable children to reach their full potential. We are committed to providing the best education within a caring, family atmosphere. In all we do, we aim to instil in our pupils an awareness of their own strengths, abilities, talents and responsibilities so that they can become good citizens in the world in which they live. We have close links with churches in our village and worship is an important part of our daily school routine.

Education of children is based on a partnership between the child, home and school. In partnership with parents we aim to build up children's self-confidence and enjoyment of their time in school. We welcome your involvement in our school community. We have an active PTFA who are working hard to support the school in many ways.

Our committed and knowledgeable governing body support our school in many ways and play an active role in the life of Dolphinholme School.

We are very proud of our school and its achievements. Ofsted judged us to be 'Outstanding' in every area during their latest inspection. We were also judged to be 'Outstanding' in every area in our latest SIAMS inspection. This prospectus will only give you a flavour of our school; we would love for you to come and visit us. You are welcome to come and see us during the working school day or 'after hours' if that is better for you.

If you would like to view our school, please telephone the school office to make an appointment. We look forward to your child joining our school and we look forward to meeting you.

Dianne Cross

Headteacher

GENERAL INFORMATION

School Address: Dolphinholme Church of England Primary School
Dolphinholme
Lancaster
Lancashire, LA2 9AN

Tel Number: 01524 791530

Website: www.dolphinholme.lancs.sch.uk

E-mail addresses:

Headteacher

Mrs D Cross

head@dolphinholme.lancs.sch.uk

School Office

bursar@dolphinholme.lancs.sch.uk

SCHOOL HISTORY

Dolphinholme Church of England Primary School (St Mark's) was originally built on this site in 1864, it was extended in 1965, and then a further enlargement took place to its present size in 1997. It is a voluntary aided primary school, under the control of the Parish of Dolphinholme, in the Diocese of Blackburn, and Lancashire County Council, whose offices are in County Hall, Preston.

Presently, there are 7 year groups of mixed ability children aged between 4 and 11 years of age. The classes are accommodated in 4 rooms in the main building and they all share the use of a hall and the most fabulous of open aspects looking out over the Trough of Bowland.

We also have a pre-school, Little Dolphins, which runs every day from 8.45 until 3.15pm term time only. We take children from 2 years of age and have a purpose built unit in our school grounds.

OUR AIMS

It is the philosophy of the school that every child be treated as an individual, with respect to their own personality, their intellectual, physical, emotional, social and spiritual level and growth. All children, whatever their ability, receive the same care and attention.

We promote good manners and kindness to all creating a family atmosphere within the school.

We respect all our children equally and we believe that each of them can be helped to develop further and learn more.

We try, at all times, to allow each child to develop a sense of self-respect and the ability to contribute as members of the school family, so that in later life they will become useful members of their community.

We motivate children by encouraging them and by making learning an exciting and rewarding experience.

THE ADMISSION OF PUPILS

Children are usually admitted to school in the September before they reach the age of 5. Parents have the legal right to express a preference for their child to attend Dolphinholme C.E. Primary School.

Applications for admission to the school for September 2021 should be made, online by 15th January 2021. In addition, the Diocesan Supplementary form, also available online, should be returned to the school.

Parents **must** complete the Local Authority application form. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

If the number of children applying for a place exceeds the published admissions number of 14, then the Governors criteria for admission will apply. A copy of the admission policy is available from the local authority or directly from us in school. It can also be found on the school website.

ARRANGMENTS FOR VISITING THE SCHOOL

Parents who are considering enrolling their child in our school are most welcome to come and visit us. We'll be delighted to show you around our school.

We are very much a community school. Parents are welcome in school, either to help, or discuss any problems. If the latter is the case, then it is helpful if appointments are made. Parents' Evenings, when teachers and parents are able to discuss their children's progress, are held in differing formats through the school year.

**** During the Coronavirus Pandemic** visits to school are still welcome, however, the visit will be conducted around the outside of the school by the Headteacher.

EQUAL OPPORTUNITIES

Being a voluntary aided school, the Governors are the employers of all staff within the school. The School Governors are committed to the school's Equal Opportunities Policy.

At Dolphinholme, we value the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all children. The achievements, attitudes and well-being of all our children matter.

ORGANISATION OF SCHOOL

The way in which classes at our school are organised varies from year to year. This is because we have a small intake of just 14 pupils per year. Some years we reach (or exceed this number on rare occasions) this number and other years we do not. This means that cohort numbers vary and so, therefore, do our classes. Ultimately we remain a 'small rural' school. There are many advantages to this. We know each child intimately and can organise personal learning very effectively. We are 'family like' in our approach to many aspects of school life. We love to do things together as a whole school and share in all manner of exciting opportunities that are afforded to us. Our staffing provides an excellent pupil to teacher ratio and we believe this is key to our success as an outstanding school.

NATIONAL CURRICULUM

We aim to provide as wide a curriculum as possible. Our teaching was highly praised as "outstanding" by our most recent Ofsted inspection in April 2013.

*"Outstanding teaching over a period of time enables pupils to learn exceptionally well in a range of subjects."
"Teachers often inspire their pupils and show excellent subject knowledge. " Ofsted 2013*

We implement the National Curriculum 2014. The staff have specialisms and interests covering all areas of the curriculum and they work together to achieve a well-balanced education for our pupils.

It is our intention to provide an exciting and varied curriculum which is fun and inspiring and which promotes a lifelong love of learning. We aim to provide experiences which promote success and ensure all pupils reach their potential. Dolphinholme is a church school in a magnificent setting and we celebrate this by encouraging a love of nature and a respect for the environment, locally nationally and internationally.

Our curriculum is implemented with an emphasis on the mastery of basic skills and the understanding of underlying concepts. We place a high emphasis on the development of reading which we believe to be a foundation stone to the whole curriculum.

The development of language, both spoken and written, permeates the whole curriculum and is based upon the pupil's own experience.

Pupils are encouraged to be thoughtful, to ask questions and to be independent learners. Whilst the National Curriculum is based on specific curriculum areas, we endeavour to make links between subjects and across subjects to demonstrate that skills and knowledge are transferable.

The curriculum we provide ensures that children are passionate about their learning. It gives them a solid base on which to build when they transfer to high school. Pupils leave our school having reached their potential and ready for the next stage of their education.

RELIGIOUS EDUCATION

We see spiritual awareness and understanding as the core of our school philosophy. To that end there is a daily worship led by the staff, clergy or children. During this important time together, we endeavour to deliver a meaningful syllabus to the children. The message is broadly Christian in emphasis.

Although this is a Church of England School and the children hear the Christian word of God, notice is taken of different religions. We celebrate different cultures and religions and aim to develop an understanding and respect of these with all pupils.

Parents can withdraw their children from all or part of the religious education and collective worship provided, when alternative provisions will be made for these pupils.

‘The Worship and Religious Education provided by the school is in accordance with the Church of England. This foundation is also reflected in the curriculum and the whole life of the school community. Since the conduct of the school as a whole reflects the Church of England ethos, removal of pupils from Worship and/or Religious Education (as parents are legally entitled to do) cannot insulate them from the religious life of the school.’

We’re very proud of our church school. Our latest SIAM’s inspection in 2014 graded us as ‘Outstanding.’

“The Christian character of the school permeates all of the life of the school enables the school to prosper academically, socially and spiritually.”

HOMEWORK

Pupils take home their reading books each night. This is the basis for all we do in school and the foundation for the children’s future. **We expect parents to listen to and read** with their children on a regular basis. From Year 1, the children are given spellings and times tables to learn at home and tested weekly. Occasionally, from time to time, some research for the children will be required on a specific topic. As children move towards the end of their time with us in Year 6, the level of independent study does increase as a way of developing them and preparing them for the rigours of High School. The content of the latest version of the national curriculum means that study at home is important in supporting the work done in school.

Our Homework Policy can be viewed on the school website.

COMPUTING

Information technology is an integral part of the curriculum and supports learning and teaching across the school. As a specific curriculum area, Computing is taught alongside and delivered through other subject areas, using appropriate applications and software, as well as a stand alone subject.

We have an interactive whiteboard for each phase and a class set of chrome books for pupil use. We also use a range of digital cameras, ipads and associated ICT equipment to enhance learning.

PHYSICAL EDUCATION

Physical education is part of the children's weekly experience and comprises six elements within the National Curriculum; athletic activities, dance, games, gymnastic activities, outdoor activities and swimming. We are well equipped with P.E. and Games apparatus and use our PE and Sport Premium Funding to employ professional experts to deliver the PE curriculum alongside our teachers. In addition, children travel to Lancaster University for weekly swimming lessons.

For reasons of health and safety, we ask that children have the following PE clothing: -

- Indoor/summer - Plain shorts, a T-shirt in their school team colour, pumps and socks.
- Outdoor/Winter - Shorts/skirt/skort, track suit bottoms, training shoes.

The P.E. kit is kept at school in a drawstring bag, being taken home for washing over a half-term holiday. All kit **must** be named.

PLEASE NOTE. Jewellery is **not allowed in our school** with the exception of stud earrings and watches. Children must be able to remove earrings themselves before they take part in any physical activity. If they are unable to do this, then we ask that they do not wear them on 'P.E. days.'

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Children with special educational needs are given help within their class or are taught for short periods in small withdrawal groups. Our coordinator for Special Educational Needs (SENCO) provides an in-school focus for contact between staff, parents and outside agencies as well as giving day to day advice and specialist help to staff. We have a programme also for those children who display particular gifts and talents, and feel that our motto, "Inspiring success, celebrating achievement", is central to our school.

We are very proud of the achievements of all of our children:

"Disabled pupils and those with special educational needs make excellent progress, especially linked to their specific difficulties. For example, those who have difficulty with communication or find it hard to sustain concentration receive extra support. They play a full part in lessons in line with the school's very effective promotion of equality of opportunity for all pupils." Ofsted 2013

Our SEN policy is available on request and on our website.

RELATIONSHIPS EDUCATION

We are currently reviewing our Relationships Education Policy in line with current Government proposals and the prospectus will be updated as this is developed.

EDUCATIONAL VISITS

From time-to-time, during the course of the year, the children leave the school premises to go on visits. A letter will always notify you when this happens, and if the reply slip at the bottom of the letter is not returned giving your permission, then your child will not be taken. The school operates a charging policy that you can see in the school. The visits are undertaken to extend and emphasise the work being carried out in school.

During the Summer Term, the Year 5 & 6 children are given the opportunity for an extended educational visit to take part in outdoor activities. For many years, we have been attending the 'Venture Centre' on the Isle of Man and will continue to do so, sharing our adventures with pupils and staff from other local schools. This collaboration enables the children to meet up with children who they may encounter when they get to high school. It also encourages independence and resilience.

HOLIDAYS IN TERM TIME

School is a vital ingredient in a child's whole development. Any time missed can never be regained and will have a negative impact. It is expected that children should only be absent when they are unwell or unable to attend. As in any school now, holidays in term time are not allowed.

Absence will only be 'authorised' in exceptional circumstances that are unforeseen.

Our Attendance Policy can be viewed on the school website under the Policies tab.

SCHOOL UNIFORM

We are A UNIFORMED SCHOOL. Uniform can be viewed and ordered online through School Trends. There is a link on our website or you can click here:

<https://www.ualonline.com/product-category/schoolwear/garstang/dolphinholme-primary-school/>

Uniform is:

School sweatshirt or cardigan

White polo shirt (with or without logo)

Grey trousers/skirt/shorts (not leggings)

White/black/grey socks/tights

Shoes/boots should be black and appropriate for school – **no trainers** and no high heels. Children should not wear flip flops or 'croc' style shoes in the summer months. These rules are in place for health and safety purposes.

****From September 2020, during the COVID crisis, children may wear trainers to school. This is to allow them to complete the daily mile each day.**

Long hair should be tied back away from the face and hairstyles should not be over fashioned, eg tramlines, or dyed. Over fashioned hair accessories are discouraged.

We do not allow jewellery other than small, plain studs in pierced ears. Children MUST be able to remove these for P.E. lessons. If they cannot then they must not wear them to school on days when we do P.E. or swimming. **We ask that if you intend to have your child's ears pierced, then please have it done at the start of the long summer holidays so as not cause problems when taking them in and out for P.E. lessons.**

SCHOOL MEALS

School meals are cooked on site and our cook, Mrs Pearson, likes to cook with fresh produce as far as possible. Almost all children in KS1 have school dinners from our kitchen which are provided via the Universal School Meals Programme. We can accommodate special diets and allergies/intolerances. Children are able to bring a packed lunch to eat in the dining hall. We do allow children to bring in flasks with soup or warm food when the weather is cooler. We are a 'Healthy School' and so sweets and chocolate are NOT allowed in packed lunches.

Parents wishing to discuss their individual situation may make an appointment to see the Headteacher.

WATER, MILK AND FRUIT

We encourage children to have their own sports cap water bottle for them to drink from during lessons. Research has proved that rehydration helps to improve brain power and concentration.

In Reception and Key Stage 1, the children are able to purchase a daily drink of milk at subsidised rates. Some children do not like or are unable to drink milk and so they are able to bring in a drink to have at the same time as the other children. This must be either plain water, watered down fresh juice or fresh juice. This does not include juice drinks or squashes. If you are unsure, please come in and ask our advice.

We participate in the 5-a-day scheme, giving a piece of fruit to every child in KS1. In fact, we often have more than we should so the whole school often get a treat! This emphasis on healthy eating extends to the rules regarding break time snacks, when we insist that children bring in a piece of fruit or vegetable, or plain biscuit – nothing with chocolate, as that has been proved to lower concentration levels in the long term.

PARENTS AND FRIENDS ASSOCIATION (PTFA)

This is a very active organisation in our school! We are very fortunate to have a group of dedicated pro-active parents who are working hard to support our school in various ways. We welcome help and support of parents and friends and new faces are always welcome. Our meetings take place at different times of the day and on different days to try to accommodate the varying needs of the group. Meetings are advertised on our weekly newsletter, The Dolphinholme Dispatch.

HEALTH AND SAFETY

The Governors wholly endorse and comply with the Lancashire County Council Health and Safety Policy.

Should a child become ill whilst on the school premises, or have an accident, then every effort will be made to contact the parents. We depend upon the parent's co-operation in that they provide the school with information as to their whereabouts during the school day. We also require of them, an emergency contact

or contacts in the event that the parents cannot be contacted. In exceptional circumstances, if we consider a child needs hospital treatment, then we will take the child to hospital as well as try to contact the parent.

ILLNESS

Registration begins at 8:50 and closes at 9:30. Please contact school by 9:00am if your child is to be absent from school. Contact can be made via phone or email. Please give the reason for absence to our school bursar. A note is required to excuse your child from swimming, games or outside playtimes.

****During the Coronavirus pandemic**, school is having to be vigilant with any illness. Children who display the symptoms of Coronavirus in school will be isolated and sent home asap. Parents are encouraged to be vigilant and to follow the guidance from GOV.UK.

The symptoms of coronavirus are:

- A high temperature
- A new cough where you are coughing a lot for more than an hour or three or more episodes of coughing in a day
- Losing sense of taste or smell or a change in taste or smell

If anyone in your household displays these symptoms you should all stay at home and arrange a test.

Advice can be found at:-

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If your child has common cold symptoms but does not have a temperature or any of the other symptoms, they are able to attend school. If you are unsure, you can ring 111 and ask for advice or follow this link:-

<https://111.nhs.uk/covid-19/>

Although members of staff are willing to administer certain types of medicine after consultation with the parents of the child involved, the question will be asked whether it is appropriate for them to be in school. Only healthy children are able to learn to their full potential. The medicine should be brought into school at the start of the day, and not left in bags, and a consent form completed for every day the medicine is needed. It is the responsibility of the parents to ensure that the medicine is taken home at the end of the day.

Our Administration of Medicines policy is available on the school website under the Policies tab.

APPOINTMENTS DURING SCHOOL HOURS

We ask parents to make dentist/doctor and other medical appointments out of school hours wherever possible. When this is not possible, please try to make them at the beginning or end of the school day to avoid children missing curriculum time. We have slips in school which should be taken to medical appointments to be stamped and returned to school for our attendance records.

BEHAVIOUR EXPECTATIONS

Dolphinholme C. of E. School seeks to create an environment which encourages mutual respect and positive behaviour choices. The maintenance of good discipline is essential for the growth, welfare and development of pupils.

Our school aims to:

- ❖ create a respectful, happy and safe learning environment
- ❖ develop an understanding of self-discipline and personal responsibility
- ❖ promote self-esteem, self-discipline and positive relationships
- ❖ ensure that the school's expectations and strategies are widely known and understood
- ❖ encourage the involvement of both home and school in the implementation of this policy

School rules are kept to a minimum and are designed to promote self-control, thought for others and safety. Discipline is maintained mainly by the use of positive behaviour strategies, by reasoning with the children or by the use of consequences.

The school Behaviour Policy can be viewed on the school website under the Policies tab.

SAFEGUARDING

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, that where it appears to a member of staff that a child has been abused, or that there is cause for concern, the school is required, as part of the Child Protection Procedures to report their concern to the Social Services Department immediately. Consequently, in such situations, it is likely that a social worker will contact the parents NOT THE SCHOOL. This requirement forms part of the local authority's procedures for dealing with child abuse and is not a matter for the discretion of individual Headteachers or members of school staff.

The school Safeguarding Policy is available on the school website under the Policies tab.

ACCESS TO INFORMATION

Schools are required to provide access to a range of documents on request. Please contact the Headteacher giving advance notice of your request.

Information available includes:

- ✓ Government documents relating to the National Curriculum
- ✓ Dolphinholme School policy documents and schemes of work relating to the curriculum
- ✓ The Diocesan Syllabus for Religious Education
- ✓ Inspection Reports which refer specifically to Dolphinholme School
- ✓ Complaints Procedure
- ✓ Safety Regulations – School Visits
- ✓ Curriculum Policy
- ✓ Special Educational Needs Policy

OUT OF SCHOOL CARE

Dolphinholme After School Club has been running very successfully since 1997. It is run by school. It caters for 20 children at a time and is led by qualified staff. The sessions run from 3:15pm through to 6:00pm. Children attending are given a drink and a snack.

This is a very popular and well attended After School Club so booking is essential and payment is made through the online payment system. Registration forms are available from the school office.

We also operate a Breakfast Club to further support the service we offer working parents. The sessions run from 8:00am until 8:40am when the children go onto the playground prior to the school day beginning. Children will receive a bowl of cereal, fruit, toast and a drink. Again, registration for this service is essential as numbers are strictly limited.

LITTLE DOLPHIN’S PRE-SCHOOL

Our pre-school, for children aged 2 to 4 years old, is housed in a brand new, purpose built unit on the school site each day and runs from 8.45 am to 3.15pm. The pre-school gives an excellent opportunity for both children and parents to become familiar with Dolphinholme School. Parents can choose how often they wish their children to attend. We also work in partnership with the Rural Childcare Partnership and accept Nursery and Childcare Vouchers.

SCHOOL HOURS

	08:50	09:00	10:00	10:15	11:15	11:30	12:30	1:15	2:15	2:30	3:15
F/ KS1	register	Lesson 1	Break	Lesson 2	Break	Lesson 3	Lunch	Lesson 4	Break	Lesson 5	Finish
KS2	register	Lesson 1	Break	Lesson 2	Break	Lesson 3	Lunch	Lesson 4	Lesson 5		Finish

The teachers are in school to prepare for the day and as such we have to have strict guidelines. If you wish to speak on a brief matter to your child’s class teacher, please call in to the office between 8:40 and 8:50 a.m. If you wish to discuss something of a more private or involved matter (personal or educational) please make an appointment to meet with the teacher after school.

We do not allow children to leave the school unless we know there is someone to meet them or that they have been given specific permission to go home alone. (Juniors only)
 We ask you to notify us if anybody different is picking up your child or if they are going home with a friend. We do not allow children to leave without this notification.

We also ask that parents **do not park on the zigzag lines to the front of school**. This action constitutes a serious risk to the safety of ALL children and is a highly selfish and illegal act.
 We also ask that parents DO NOT TURN in the school gateways; visibility is restricted at these points and this can be very difficult and puts children at risk. We expect parents to respect our neighbours and park safely and considerately when dropping and picking up from school.

If for any reason you are delayed when coming to collect your child, please try to contact us if at all possible. Please be assured we will take good care of your child until you arrive. The children are told that in

circumstances such as these, they must not wait outside but come back into school to let us know that they cannot find you.

If for any reason your child is late in arriving at school, they must come in via the front door. This is to comply with guidelines from education welfare officers.

** During the **COVID pandemic**, we have alternative arrangements for dropping off and picking up children which have been communicated to all parents via email. Starting and finishing times have been staggered to avoid congestion at picking up time. We cannot invite parents into school due to the restrictions and so if you do need a quick word with your child's teacher at the start or end of the day, the teacher must come outside to you. Parents are asked to follow the new arrangements to reduce the risk for the whole school community.

COMPLAINTS PROCEDURE

The Education Reform Act 1988 – Section 23(1) requires that Local Education Authorities have a procedure for the consideration of complaints in respect of the School Curriculum and related matters. Lancashire County Council has such a procedure. If a parent wishes to complain regarding the perceived failure of the school to deliver a curriculum in line with the Act, including religious education, then the first contact should be the Headteacher. Subsequently, the Governors' of the school and the Local Authority might become involved.

ADDITIONAL INFORMATION

The school has a duty to provide parents with aggregate results of Key Stage 1 and Key Stage 2 Assessments, the dates of school holidays during the next school year and the rates of unauthorised absences.

These are always available on the school website.

DOLPHINHOLME DISPATCH

A weekly newsletter is sent out every Monday containing current information that needs to be communicated to parents. It also includes diary dates for the foreseeable future. The Dispatch is communicated via email to all stakeholders on a Monday.

STAFF

Headteacher	Mrs Dianne Cross
Teachers	Mrs Karen Baines Mrs Emily Clarke Mrs Colette Dunne Miss Anita Taylor Miss Stephanie Cardwell
Teaching Assistants	Mrs Cheryl Parsons Mrs Julie Clarke

Mrs Michelle Glen
Mrs Linda Newby
Mrs Debbie Robinson
Mrs Deborah Senior

School Bursar Mr Paul Cronshaw

Welfare Assistant Mrs Linda Newby
Mrs Cheryl Parsons
Miss Chloe France

OUT OF SCHOOL CARE

Pre-school, Breakfast Club (8am – 8.40am) and After School Club (3.15pm – 6pm)

Pre School Manager Mrs Helen Huddleston
After School Club/Breakfast Club Manager Mrs Jayne Morris
DBASC/Pre School Assistants Mrs Laura France
Miss Chloe France

GOVERNING BODY

Chair Rev Cindy Rigney (Vicar)
Vice-chair Mrs K Hakes
Headteacher Mrs D Cross
Teacher Representative vacant
Elected parent representative Mr J Bloe
Elected parent representative Mr T Rose
Foundation Mr A Atkinson
Foundation Mrs C Walker
Foundation Mr Richard Austen-Baker
Co-opted
Clerk to the Governors LCC Governor Services (Lucinda Kirkby)

OTHER USEFUL INFORMATION

Lancashire Children's & Young People's Services

www.lancashire.gov.uk/children-education-families

Area Education Office
Mill 14
White Cross
Quarry Road
Lancaster
LA1 3SE

