

# School Prospectus



**Dove Holes**  
C of E Primary School

**Dove Holes (VC) C of E Primary School**  
**Hallsteads**  
**Dove Holes**  
**Derbyshire**  
**SK17 8BJ**

Website address: <https://www.limestonepeakfederation.org>

Tel: 01298 812808



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## WELCOME TO DOVE HOLES C OF E PRIMARY SCHOOL

A very warm welcome awaits you at our school! If you are a prospective parent/carer, I hope you will find lots of information you need to enable you to make those important decisions about your child's new school. Please do not hesitate to contact us and make an appointment to visit and see the school in action.

Please also visit our school website [www.limestonepeakfederation.org](http://www.limestonepeakfederation.org) and facebook page (Dove Holes Primary) for further information. I hope that fully reflects the vibrant and warm Christian Ethos of our wonderful village school.

"Every person matters, every moment counts"

Mr J Handley  
Executive Head Teacher

## STAFF AND GOVERNORS.

### School staff

Executive Head Teacher	Mr. J. Handley
Head of School	Miss S. Bellicoso
Class 1 Teacher	Mrs K. Kaliczka Potter
Class 1 Teacher	Mrs C. Walsh
Class 2 Teacher	Mrs S. Firth
Class 3 Teacher	Miss S. Robinson
Teaching & Learning Assistant	Mrs T. Morris
School Business Officer	Mrs J. Hollinrake
School Business Assistant	Mrs L. Wild
Mid-Day Supervisor	Miss S. Ball
Mid-Day Supervisor	Mrs T. Morris
Kitchen Assistant	Mrs L. Colclough
Cleaner in Charge	Mrs S. Ball

### Governors

Head Teacher Governor	James Handley
Staff Governor	Natalie Doughty
Co-Opted Governor	Sarah Bellicoso
Co-Opted Governor	Sarah Barber
Co-Opted Governor	Jon Moon
Co-Opted Governor	Peter Roberts
Co-Opted Governor	Katie Andrew
Co-Opted Governor	Rebecca Harrison
Foundation Governor	Mary Washbrook
Clerk to Governors	Caroline Parsons
Anti-Bullying & Health & Safety	Jon Moon
Safeguarding & Looked After Children	Sarah Barber
SEN Governor	Mary Washbrook
Educational Visits	Katie Andrew
GDPR	M Washbrook & R Harrison

## DOVE HOLES PRIMARY SCHOOL

**Within an atmosphere of Christianity, our fundamental aim is to pass on to the next stage of their education, children who are competent and confident, who enjoy learning and value themselves and their place in society.**

### Aims

1. All children will enjoy learning through a broad, balanced and meaningful curriculum and be given opportunities to make the highest possible achievement and progress.
2. We will provide a safe and caring environment in which children can take managed risks and discover boundaries.
3. Children will be happy and confident and recognise the need and means to adopt a healthy lifestyle, developing an understanding of their emotional and physical well-being as well as that of others.
4. Each child shall be helped to develop the confidence to interact socially with others in the school and the wider community and beyond, making a positive contribution to, and developing a respect for the world in which we live.
5. We will prepare children for their future role within society, enabling them to take responsibility for, and make a positive contribution to their economic well-being.
6. We will foster the moral and spiritual wellbeing of pupils within a caring Christian environment. Children will learn to respect all life and those whose views and beliefs they may not share. They will be aware of the need to make their own moral judgements and be equipped with the necessary skills to do so.

### School Vision

***We live life in all its fullness***

Core Christian Values - Love, Others, Perseverance, Forgiveness and Truth

## ADMISSIONS AND LEAVERS POLICY

To apply for a Primary School place, you can telephone Call Derbyshire on 01629 533190 or apply online [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

Should you have any queries or if any of the information provided is not clear contact the Admissions and Transport Team on 01629 537479.

In a Voluntary Controlled School like Dove Holes Primary it is Derbyshire County Council that governs the rules for admissions. Under the 1996 Education Act, you have a legal right to express a preference for which school you wish your child to attend. The County Council and school Governors have a general duty to meet this preference - as long as it does not "prejudice the provision of efficient education or efficient use of resources" or the council or governors are required to take extra measures under the Key Stage 1 class size legislation.

If you are a parent/carer seeking a place for your child at a Derbyshire School, you will be offered a place at the highest priority school possible.

Where Derbyshire County Council cannot offer a Derbyshire child a place at any of the chosen schools, he or she will be allocated a place at the normal area school - if places are still available - or the next nearest school with places available.

School admissions are considered on an annual basis - so it is not possible to confirm that a place is available at a school any earlier than during the year before your child will join.

The Governors must comply with the legal requirement that no Key Stage 1 classes may exceed 30 pupils. (There are some limited exceptions to this rule)



## **SCHOOL DRESS CODE**

It is a policy of the Governing Body that pupils of Dove Holes CE Primary School wear a uniform.

The dress code does allow for an element of choice. **Each item must be clearly labelled with your child's name**, which assists in reclaiming a lost item; these are listed below and have been chosen in the interest of cost, practicality and safety:

All Children require:

### **School Uniform**

- Navy blue jumper, cardigan, or a sweatshirt either plain navy or with the school logo.
- Plain red or plain white polo shirt or with the school logo.
- Plain navy blue, black or dark grey skirt or trousers. (No jeans).
- Safe, smart black footwear.
- Gingham blue/white checked dress.
- Smart black, dark grey or navy blue shorts.

School Uniform is available from Headmasters in New Mills, either online at [www.headmasters-schoolwear.co.uk](http://www.headmasters-schoolwear.co.uk) or from 11 Union Road, New Mills, SK22 3EL. Telephone 01663 749526.

### **PE Uniform**

On PE days children come to school in their PE kits.

- Plain dark blue or black shorts, joggers or leggings
- A navy and red t-shirt with school logo
- Plain dark blue or black sweatshirt or hoodie with school logo
- Trainers

**No patterns or non-school logos permitted.**

### **Dress Codes**

- If hair is shoulder length or longer, it must be tied back.
- No jewellery to be worn in school except watches.

- If you are considering having your child's ears pierced, please do this at the beginning of the summer holiday as it is a policy of the Governing Body that no earrings may be worn in school.

### **Technology**

- No mobile phones/tablets etc. are allowed in school without prior consent. If they are brought into school they must be handed in at the school office or to the class teacher for collection at the end of the day.

### **Swimming**

- Costume (single piece) or swimming shorts no longer than knee length and a towel in a waterproof bag.
- A swimming cap is preferable.

### **Sun Safety**

- Please ensure your child brings a sun hat labelled with your child's name in it. If your child does not have a sun hat and UV levels are above 3, they will play in the shaded areas of the playground only between 11am and 3pm.
- Please apply sun cream before your child comes into school and you may leave a bottle of sun cream with your child's class teacher with their name on, so that they can re-apply cream themselves. There are sun creams available that only require one application per day. We have a supply in school for which you will be asked to give your consent.
- Sun glasses can be worn if required at break and lunch times.

### **SALE OF SCHOOL UNIFORM**

The following is available online at [www.headmasters-schoolwear.co.uk](http://www.headmasters-schoolwear.co.uk)

- Sweatshirts and Cardigans with Dove Holes Logo
  - White or Red polo shirts with Dove Holes Logo
  - PE T-Shirt with Dove Holes Logo
  - PE Hoodie with Dove Holes Logo
  - Book bags
  - Fleece jackets with Dove Holes Logo
  - Shower proof jackets with or without Dove Holes Logo
- The PTA also have a selection of second hand uniform for sale at a reduced cost.



## HEALTH & WELFARE

When your child starts with us, we will ask you to supply both your own telephone number and an additional emergency contact number.

Should any of the above change, please notify school as soon as possible.

We would ask parents/carers not to send any unwell children into school; besides assisting your child to fully recover, it contains any further spread of infection to other children and to staff. Please advise school by telephone of your child's absence on the first morning. **Please note that children who have been vomiting should not return to school until 48 hours after their last sickness.**

Please can families check their children's hair on a regular basis for head lice and treat if necessary. If your child has anything infectious, please notify us so we can advise other parents/carers to check for symptoms.

Administration of medicines to children recovering from a short-term illness is permitted, but the following guidance from Derbyshire County Council must be followed:

1. To avoid unnecessary taking of medicines at school, parents/carers should be aware that a three times a day dose can usually be spaced evenly throughout the day and taken in the morning, after school and at bedtime e.g. 8am, 3.30pm and bedtime.
2. Ask the prescriber if it is at all possible to adjust the medication to enable it to be taken outside the school day.
3. Where possible, parents/carers should come into school to administer the medicine.
4. If medication has to be administered at school, parents/carers must ensure that medicines are provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions and the patient information leaflet for administration. School staff are not allowed to accept medicines that have been taken out of the container as originally dispensed.
5. All prescription and non-prescription medicines should be accompanied by a consent form which is available at the school office.

6. Only sufficient non-prescription medicine for the duration of the school day should be allowed. This may need parents/carers to remove some of the medication from its original container and keep it at home so that only the day's dose comes into school in its original container.

Children who require permanent medicines or medical intervention during the normal school day will have a Formal Health Care Plan by special agreement with the school and external health care professionals.

Children with asthma will have ready access to their inhalers when necessary. A consent form needs to be completed which is available from the school office.

With the exception of guide dogs, dogs and other animals are not permitted on the premises.

**DOVE HOLES SCHOOL IS A NO SMOKING SITE.**



As a healthy school, we will endeavour to ensure that:

- All children will partake in 2 hours quality PE per week.
- All children will have access to fresh drinking water.
- All children will have a balanced healthy meal every day (through school meals or in their lunch box.)
- All Key Stage 1 children will be given a piece of fruit each day.
- All Key Stage 2 children will bring in a piece of fruit each day or parents can pay for fruit supplied by school.
- All children will have access to a balanced PSHCE curriculum.

## **RACE EQUALITY AND CULTURAL DIVERSITY**

Dove Holes School welcomes its duties under the Equality Act 2010. In our Policy we seek to: -

- Promote equality of opportunity;
- Promote good relations between members of different racial, cultural and religious groups and communities
- Eliminate unlawful discrimination

## **SAFEGUARDING**

Dove Holes CE Primary School is committed to safeguarding and promoting the welfare of children and all staff share this commitment. Consequently, all adults working in school are required to complete a DBS (Disclosure and Barring Service) Enhanced Police Check, including supply and after school club staff and regular voluntary helpers. Annual safeguarding training is undertaken with local schools.

The Governing Body has a duty of care to pupils and all members of the school community. The Governing Body is regularly updated about safeguarding policies and procedures by the Executive Head Teacher and receive relevant training.

Our policies and agreed practices for child protection, health and safety, behaviour management (including physical intervention), attendance and looked after children all comply with the recommendation for safeguarding children at school. Our safeguarding and child protection policies can be found on the school website and are also available upon request from the school office.

We have a trained Designated Safeguarding Lead (Mr. James Handley Executive Head Teacher) and Deputy Safeguarding Lead (Miss Sarah Bellicoso) and designated governor (Mrs Sarah Barber) with responsibility for child protection practices at school.

Through our curriculum and our values, we teach children about personal safety, and how to keep themselves safe from harm and we have clear guidance to help children to use the internet safely.

The Prevent Duty aims to prevent young people from being radicalised by, for example, far right extremists or religious extremists. We have a duty

of care for the children and take note of any child who is at risk of radicalisation, regardless of their background. We also have to take steps to help prevent children being exposed to extremist ideas. Please read the Prevent Strategy - parents/carers pamphlet which is available on the school website.

Parents/carers should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned about a child, staff are obliged to follow the Child Protection procedures established by Derbyshire Area Child Protection Committee and inform Social Services of the concern.

**Parents/carers will be informed of concerns unless staff believe that the safety of the child will be prejudiced by their so doing.**

## EDUCATIONAL VISITS

As part of our enriched curriculum we take pupils to visit places of educational interest.

Sometimes, we have a whole school day visit to an area of educational value within a suitable travelling distance of school.

In addition, our Key Stage 1 & 2 children join up with our partner school Peak Dale Primary and attend Outdoor Pursuits Residential Programmes.

The school reserves the right to exclude any child from a visit. The Executive Head Teacher, following consultation with relevant bodies, can prevent any child for whatever reason from attending day or longer visits, if the safety of that child/and or others could be compromised.

It may be possible to make a full or partial refund at a later date if this is the case.

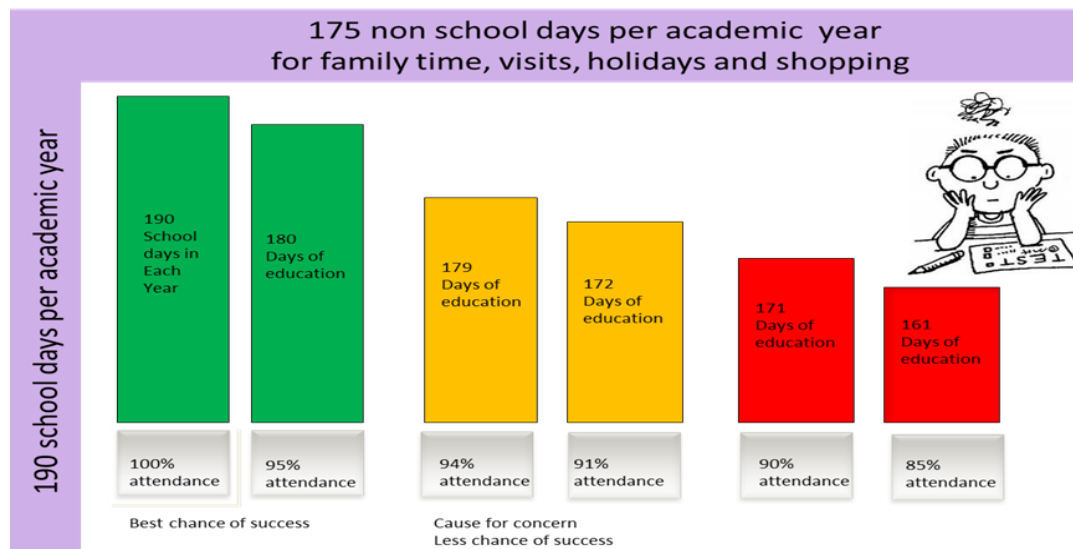


# ATTENDANCE

## What is considered good attendance?

We expect all children on roll to attend every day, as long as they are fit and healthy to do so. Regular attendance is essential for effective learning and developing good attitudes to education.

Good attendance is considered 96.1% and above, however we do understand that illness is unavoidable.



## Holidays

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should NOT grant approval for any leave of absence during term-time, unless there are exceptional circumstances. General holidays cannot be authorised.

Any requests for Leave of Absence should be on an official school absence request form and handed into the school office for consideration prior to any leave arrangements being made. Headteachers are still required to determine whether a request for absence is authorised on the grounds of exceptional circumstances or not. Each request will be taken on its own merits and based on the information provided by the parent.

## **Illness**

If your child is ill, please contact the school on the first day, this will then be recorded in the school pupil absence book as an authorised absence. In the event that contact has not been made, the school admin staff will try to make contact with parents/carers to establish the whereabouts of your child.

## **Registration**

Children should be at school in time for morning registration at 8.50am; afternoon registration is at 1pm. Should your child have to come into school late or leave early due to appointments etc. please sign your child in/out of the children's register outside the school office. This enables us to check who is on the school premises for fire regulations.

Should your child be sent home poorly during the day, please follow the same procedure.

## **Collection of children**

If your child is to be collected from school by someone else, please inform the class teacher or the office.

## **BAD WEATHER PROCEDURE**

Should a heavy snowfall occur during a school working day, we are happy for you to collect your child when you wish. If the child remains in school until 1.30.p.m. they will be marked present for the whole day. If they leave before this time they may have an 'authorised absence'.

We will only close the school if our Health and Safety is compromised by lack of staff or unless directed by the Local Education Authority. If your child is unable to get into school in the morning, please notify school, so that we know your child is safe and is with you.

In addition, we have a teacher to parent text service and we will text you should school have to close.

## ROAD SAFETY

When children first arrive at school, he/she will continue to develop the basic awareness that they have acquired at home. By the time they leave us at 11 years, we hope that they will be a safe and competent road-user.

Our road safety programme forms part of our Personal, Social and Health Education programme, and is taught in a variety of situations and curriculum settings. All adults should set a good example of safe road-use at all times, whether travelling on foot, by bus or car.

**However, we would ask all parents/carers to follow these simple guidelines for the safety of themselves, their children and other road users: -**

- We recommend that all children under 9 years of age are brought/collected daily from school.
- To deposit/collect pupils at/from school from the correct entrances and exits (please do not climb over any walls/gates).
  - Use the puffin crossing at all times.

**Permission will be required for your child to walk home on their own (Subject to their age).**

## SCHOOL VALUES

- LOVE - 'Don't forget to let love in'
- OTHERS - 'Too much selfie isn't healthy'
- PERSERVERANCE - 'No way through, isn't true@'
- FOREGIVENESS - 'Don't hold on to what's wrong'
- TRUTH - 'Fake is a mistake'

**A copy of our full Anti-bullying & Behaviour Policy is available to all parents/carers on request and is available on the school website.**

We ensure that the children are supervised at all times and seek to encourage sensible independence. Good manners and behaviour and the development of a sense of fair play are important parts of our school philosophy. We encourage a caring attitude to all people and property.

These standards are fully supported by all our parents/carers and a close liaison between home and school in line with our home-school agreement, will ensure harmonious development for each child.

We have a child-friendly anti-bullying charter which is given to every child in school for them to take home and read with parents/carers. They are then required to sign the form and return it to the school office.

### **OUR SCHOOL DAY**

Below are listed the times of our school day: -

Key Stage 1 (Infants): - 8.50 a.m. - 12.00 p.m.  
1.00 p.m. - 3.20 p.m.

Key Stage 2 (Juniors): - 8.50 a.m. - 12.00 p.m.  
1.00 p.m. - 3.20 p.m.

Morning Play 10.00 a.m. -10.15 a.m. (Whole School)

Afternoon Play 2.15 p.m - 2.30 p.m. (Dove Class)

Collective worship 15 minutes per day

In the mornings children become the school's responsibility at 8.50am when a member of the teaching staff is present in the playground. Many parents/carers decide to stay until 8.55am when the class teachers lead the children into school. If you drop your children off before 8.50am the safety of your children remains your responsibility. Children should only be left before this time in special circumstances, with prior arrangements.

### **BEFORE AND AFTER WRAP AROUND CARE**

We have links with a local childminder and we are happy to pass on their details on request.



## SCHOOL MEALS

Currently all children in Reception, Year 1 and 2 are entitled to a Universal Free School Meal. School meals for Key Stage 2 children are available to purchase from school, currently £2.30 per day. Please fill in the School Meal entitlement form in your new starter pack. This will be treated with the strictest confidence. If your child is eligible for free school meals the school also benefits from extra funding which may contribute towards residential trips and music lessons. A menu is available from the school office.

If you would prefer your child to have a packed lunch, please provide a healthy packed lunch that does not contain sweets, fizzy drinks or chocolate bars and label it clearly with their name.

We offer a flexible dinner service. Children can choose from a selection of hot meals including a pasta bowl, or a ham sandwich. This varies on a daily basis; an occasional dinner can also be chosen. Please enquire at the office for details.

## WATER BOTTLES

All of our children have access to drinking water during the day.

Children should bring small water bottles, which are transparent, and sports capped. These can be purchased from the school office for £3.00. Extra caps are available for 30p each. **No** sparkling or flavoured water will be permitted. These water bottles are in addition to a child's packed-lunch drink containers.

A piece of fruit is given to all pupils in EYFS and Key Stage 1 to eat during morning playtime. KS2 pupils are also encouraged to bring a piece of fresh fruit in a labelled box or bag for morning playtime, separate from their lunch box or purchase from school at around £4 per half term.

## **SCHOOL MILK**

Our school provides a milk scheme that is available to all our pupils. School milk is free for under 5's and around £25 per term for over-fives. Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day. Register online at [www.coolmilk.com](http://www.coolmilk.com) or contact Cool Milk directly on 0844 854 291, or complete a registration form available from the school office.

## **EXTRA-CURRICULAR ACTIVITIES**

At Dove Holes School we recognise the value of extra-curricular activities.

We aim to offer various after school and/or extra-curricular activities including sports and booster clubs. Inter-school sports fixtures are also arranged on a regular basis.

Our church provides a weekly Messy Church, after school on a Tuesday in St. Paul's church where parents/carers attend with their child.

Written parental consent is required for any pupil wishing to attend an after school club.

## OUR HOME - SCHOOL LINKS

We believe that a close home-school relationship is vital to the full educational development of your child.

At all times, our staff attempt to make themselves available to any parent/carer for consultation at the earliest mutually convenient moment.

We believe this open door policy reduces misunderstandings, anxieties and potential problems, and naturally makes life simpler for all parties concerned. Your assistance is greatly appreciated in this area; if there is something that concerns you, please see a member of staff.

Parent/Teacher consultations occur twice a year.

Each summer term a written report covering your child's academic and social progress is issued and an invitation will be given to discuss this with the class teacher. On these occasions, any test data (National Curriculum or school based) will be reported to you; in line with Data Protection Law, you are permitted access to curriculum documents belonging to your child.

Annually, parents/carers and pupils are kindly asked to fill in and return a short questionnaire, which assists the school to further improve its home-school links.

A regular list of diary dates is issued on the weekly school newsletter, to inform parents/carers of future events and diary dates coming up at school.

If you have some spare time and feel you would like to lend a hand supporting a teacher in the classroom, please feel free to come and help! It is always beneficial to the class and gives parents/carers a further insight into class activities.

As with other schools in England, we issue a Home-School Agreement annually, which should be read and signed in the appropriate place(s) at the beginning of an academic year in September.



## **MONEY MATTERS**

We use Parentpay as a means for Parents and Carers to pay for school meals, school trips, school fundraising events and PTA events. We still accept cash for fundraising events for charity. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the highest internet security standards are applied.

You will have a secure online account, activated using a unique username and password. If you have more than one child at our school, or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

### **Charging Policy**

The 1996 Education Act redefined the law on charging for school activities. In accordance with the LA and the agreement of the Governing Body, Dove Holes School has adopted this policy.

The school may arrange visits in the evenings, weekends, or holidays for activities such as theatre visits, sporting events etc.

- Parents/carers may be asked to meet the full cost of activities outside school hours for theatre visits, sporting events etc. Attendance however is purely voluntary.
- Parents/carers may be asked to contribute to visits linked directly to the National Curriculum. All contributions are voluntary. However, if there is insufficient support, arrangements for the visit or trip will be cancelled.

Voluntary contributions are essential at this small village school in order to fully meet the requirements of the National and wider Curriculum.

- Should your child lose school property, parents/carers will be asked to replace or pay for lost items of school property.
- Should your child cause wilful damage to school buildings and property, as the parent/carer you will be charged for the cost of repair or replacing items.

## SCHOOL ORGANISATION & CURRICULUM

Classes are organised in appropriate year groups with consideration of ability, confidence and social groupings. This can vary each year depending on the size of each year group cohort.

The approach to our teaching varies and therefore throughout the week a child may experience: -

- Class teaching
- Group teaching
- Individual teaching
- Whole school teaching

We provide a rich and lively environment in which the children are stimulated to learn and be involved; we believe school must be an interesting, exciting and relevant place for our children

Our varied curriculum seeks to meet the intellectual, emotional, social, physical and spiritual needs of all children.

The Governing Body together with the Executive Head Teacher regularly monitor the curriculum content to ensure that it meets statutory requirements.

**As a church school, Religious Education and a daily act of worship form an integral part of the school's daily life.**

## **CURRICULUM STATEMENT**

At Dove Holes School, we deliver the statutory National Curriculum for England and Wales (2014), the Early Years Foundation Stage Curriculum, the Derbyshire Agreed Syllabus for R.E. and The Cultural Education Document.

We take a topic-based approach and follow a rolling programme of themes to ensure that the children access a broad and balanced curriculum.

For further information, please see the topic overview and medium term planning on the class pages of our school website.

Link for National Curriculum

<https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

Link for Derbyshire Agreed Syllabus for RE

<https://schoolsnet.derbyshire.gov.uk/site-elements/documents/teaching-learning-and-school-governance/curriculum-and-assessment/derbyshire-and-derby-city-agreed-syllabus-2020-2025.pdf>

Link for Cultural Education Document

<https://www.gov.uk/government/publications/cultural-education>

Link for Early Years Curriculum

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

## **INCLUSION**

Dove Holes C of E Primary is a fully inclusive mainstream school, which strives to ensure that all pupils achieve their potential, personally, socially, emotionally and academically in all areas of the curriculum, regardless of their gender, ethnicity, social background, religion, sexual identity, physical ability or educational need. The school meets the needs of all pupils, including those with special educational needs, providing them with equal access to all aspects of school life. All staff, parents/carers, children, governors and outside agencies work together to ensure that all children have access to the highest quality teaching and learning.

For the full statement please see the Special Educational Needs Statement on the school website [www.doveholes.derbyshire.sch.uk](http://www.doveholes.derbyshire.sch.uk) which is in accordance with section 69 (2) of The Children and Families Act 2014.

## HOMEWORK

We encourage pupils to read on a daily basis and for their reading diary/record to be signed by parents/carers each time they share a book with their child. Please also ask your child questions about plot, setting and characters. For more fluent readers it will support pupils to have a discussion about what they have read including inference and deduction questions.

If your child is part of an intervention group or requires occasional additional practice, they may receive additional targeted activities, for example for ELS.

Due to positive feedback from pupils and the vast majority of parents/carers, we send half-termly or termly homework choices, which directly relate to the learning taking place in school. Alongside these choices we will send suggestions of other ways you can support your child's learning at home e.g. links to website, times tables etc. Your child may also bring home additional activities to support phonics, spelling, numbertime etc.

## COMPLAINTS PROCEDURE

The Governors of the School are confident that the vast majority of difficulties arising between parents/carers and school can be resolved by amicable discussion between the parents/carers and Executive Head Teacher and/or other school staff.

In the unlikely event that this does not occur, the Chair of Governors will do their best to resolve complaints to the satisfaction of everyone concerned by following the complaints procedure.

**Full details of these arrangements can be obtained from:-**

- Head of School (Miss Sarah Bellicoso) or
- The School Business Officer (Mrs J Hollinrake),
- The Clerk to Governors (Ms Caroline Parsons at Taddington & Priestcliffe Primary School) or
- Area Education Office, Kents Bank Road, Buxton

If parents/carers have a complaint about their child's schooling, they should raise it with the Class Teacher or Executive Head Teacher.

However, there is a special procedure for dealing with complaints about the school curriculum including Religious Education and Collective Worship.

If you have a complaint or query you should contact the school so that the matter can be discussed with the Executive Head Teacher. It is expected that the majority of questions and anxieties can be dealt with in this way.

**However, if complaints cannot be resolved, then a formal procedure involving the Governors can be invoked, a copy of which can be obtained from the school.**

## **GDPR**

The new General Data Protection Regulations are about protecting people of all ages in the modern information age. Within schools the GDPR affects everyone; staff, parents, children and volunteers. In many areas, consent

is not required as schools have a duty to keep children safe and deliver a high standard of education; however, where consent is needed, you will be asked for it in a clear manner and allowed to remove it if you wish.

Currently, schools hold a range of data such as;

**Education data**

**Medical data**

**Parent data**

**Staff employment data**

**Safeguarding data**

**SEND (Special Needs) data**

**Contracts with suppliers**

**School meals data**

We have a DPO (Data Protection Officer) at GDPR for Schools, Derbyshire County Council, who answers to the Governing Body and oversees the compliance of GDPR in the school. The Data Protection Lead for the Limestone Peak Federation is Caroline Parsons at Taddington and Priestcliffe Primary School. A copy of the full Privacy Notice is included with the new starter pack.



## **INSURANCE**

A public liability/third party policy protects the Council, the school employees, volunteers and governors against their legal liability for accidental bodily injury, illness or disease to third parties or accidental loss of or damage to third party property arising out of the Council's/school's usual activities. Pupils are third parties to the Authority. There is also personal accident cover for volunteers in assisting schools and also a policy for pupils engaged on work experience organised under the Council's Scheme.

We take out insurance cover for specific occasions such as school trips especially if they involve an overnight stay or travelling some distance.

There is no general personal accident insurance for pupils at educational establishments, though parents/carers are able to arrange cover with various agencies.

## **FRIENDS OF DOVE HOLES SCHOOL (PTA)**

This association is open to all parents/carers, staff and villagers who are interested in supporting school. The money raised goes towards helping to purchase extra resources such as equipment or educational visits, and we welcome your support. Please see a member of the team should you be interested in joining in or lending a hand at a particular activity.

If you decide that Dove Holes CE Primary School is your preferred choice, then please complete the admissions form online at: [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) stating that it is your first choice.

We hope that you and your child will be extremely happy at Dove Holes CE Primary School and we very much look forward to working with you.