



Melbury Primary School



Learning for Life

~ Aiming High to Achieve the Best ~



Contact Details:

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Head Teacher	Mrs J Kemplay
Chair of Governing Body	Mrs L Case

Welcome to Melbury Primary School

FROM THE HEADTEACHER:

Welcome to Melbury Primary School.

Melbury is a good school with children at the heart of everything we do. By choosing to join the Melbury community, we will ensure your children are given the best possible education with as many opportunities to enhance their lives and prepare them to be well-rounded 21st century citizens as we can. We ask that you as parent/carers also support us and your children to ensure we achieve our aims. Ofsted (June2024) reported:

The school is inclusive and ambitious for all. Staff ensure that calm classrooms, provide a studious climate for pupils to focus on their learning. Pupils concentrate well in lessons and achieve well. Pupils consistently meet high expectations of behaviour, they understand what being a good friend means and are caring and respectful to each other. They are happy and safe. The school is very much at the heart of its community.

At Melbury Primary School, we have the highest expectations for all of our children in relation to their learning, progress, behaviour and attendance. By working in partnership with you, we will work hard to ensure that your child aims high to achieve the very best in a safe and happy environment.

Through our enquiry-based curriculum, we aim to motivate and inspire children. We actively develop thinking, questioning, problem solving and creative skills alongside academic learning using both our indoor and outdoor spaces so that the children have the skills to become lifelong learners. We offer a wide variety of enrichment experiences and activities to support this both during and outside of school hours.

Melbury Primary School is at the heart of the community and we have many community partners that we work with both in and out of school. We also work hard to welcome and engage our parents and carers in all aspects of school life.

We look forward to getting to know both you and your child as they begin their journey of learning with us.

Mrs J Kemplay

Head Teacher



FROM THE CHAIR OF GOVERNORS:

Governors at Melbury include local authority and community representatives, staff members and parents with children in the school, (member list available on request). Working closely with the Head Teacher and all the staff they are responsible for overseeing the smooth running of the school. Governors at Melbury are active and involved and take great pride in the school and its continuing success. They regularly attend school events, monitor the curriculum, attend classes and meet regularly as a group in committees covering finance, strategy and school development.

The Melbury Governing Body is a strong and hard-working team. All the governors are delighted by the achievements of children in national tests, which underlines what a good school this is. At a time when so many schools nationally are suffering problems, the future at Melbury is very bright indeed and governors are not at all surprised that there is a waiting list and that so many parents want their children to come to here.

Governors and all the staff team do know, however, that we need to continue to work hard to strengthen our School still further. Governors promise that they will do all in their power to help create the best possible school for all our children.

Mrs L Case

Chair of Governor Governing Body

About us

Melbury is situated on the north-western edge of the city of Nottingham, serving a catchment area of predominantly council housing built in the 1950s. The school has approximately 240 children aged 3-11 years. This includes a Foundation Unit where 4-5-year-olds attend on a full-time basis and 3-4-year-olds part time in either a morning or afternoon session. We also have some availability for funded 30-hour Nursery places. The rest of the school is organised where possible into single classes of each year group.

Our school is part of the Nottingham Schools Trust.

Admission Arrangements

The school follows the Nottingham City Local Education Authority's current policy. Please see appendix.

Children are admitted to full time school at the start of the Autumn Term of the school year in which they turn 5 years old. There is a meeting for the parents of new children to discuss



the practicalities of starting school and the curriculum that we offer. All parents are asked to sign the school's Home–School Agreement.

Equalities Act 2010

We welcome our duties under the Equalities Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in regard to age, disability, gender, religion and sexual identity.

We also welcome our duty under the Educations and Inspections Act 2006 to promote community cohesion.

Our full Equality Policy and objectives are available on request.

Safeguarding

Safeguarding is our highest priority and everyone's responsibility. We are committed to our responsibility to safeguard children and promote their welfare. There are key people in school who have specific responsibilities for this. **Mrs Kemplay (Head Teacher) Mr R Brown (Deputy Head Teacher) and Amy Wilson (EYFS Lead)** are the Designated Senior Persons for Safeguarding. **Mrs L Case (Chair of Governors)** is the Governor responsible for safeguarding. The school follows the Nottingham Safeguarding Children's Partnership guidance, policy and procedures. A copy of our Safeguarding & Child Protection Policy is available on request.

Staffing Information

Mrs J Kemplay	Head Teacher, DSL
Mr R Brown	Deputy Head Teacher, DSL
Teachers	
Miss A Wilson	Foundation Stage Lead, DSL
Miss Z Thomas	Foundation teacher
Miss L Bell	Class 1 teacher
Mr R Brown/Mrs L Firmage	Class 2 teacher/ KS1 Lead
Miss A Wood	Class 3 teacher
Mis L Williams	Class 4 teacher
Mrs L Corder	Class 5 teacher
Mr I Thompson	Class 6 teacher
Mr J Brown	SENCO/ PPA Cover



Support Staff

Miss L Cooper	Mentor/ Attendance Lead
Mrs T Lees	Teaching Assistant
Mrs M Ates-Bailey	Teaching Assistant
Miss F Langley	Teaching Assistant
Mrs K Pritchett	Teaching Assistant
Miss S Callaway	Teaching Assistant
Mrs J Pearson	Teaching Assistant
Mrs C Westwick	Teaching Assistant
Mrs L Siddo	Teaching Assistant

Non -Teaching Staff

Mrs C Marshall	School Business Manager, DPO
Miss R Burton	Office Manager
Miss M Konkolowicz	Office Administrator
Mr A Slate	Site Manager

Midday Supervisor Team

Miss E Bradley, Miss K Hobster, Miss S Dixon, Miss N Smith and Miss A Swain

Our Curriculum

We follow the Statutory National Curriculum September 2014.

We believe that alongside these statutory requirements it is also important for children to be taught skills to equip them to be lifelong learners. We actively develop thinking, questioning, problem solving and creative skills. Children are encouraged to become independent learners, be decisive and confident in the decisions they make, be good citizens who can develop healthy and positive relationships with others and remain healthy and resilient. We are preparing our children to be 21st Century citizens who contribute positively to local, national and global communities.

Our curriculum is designed to reflect the background and experience of the children; it is outward facing, setting learning in global contexts wherever possible as well as celebrating diversity to emphasise unity ensuring the children are prepared for life in modern Britain.

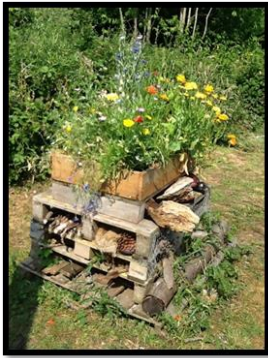
Learning isn't always confined to indoors. We believe that play and exploration through the natural environment not only enhances children's learning but also helps them become aware of the beauty and fragility of their local and global environment.

At Melbury Primary School we are ensuring that our children are secondary school ready. This includes not only what but also how the child learns.



Outdoor Learning

Learning is not always confined to indoors. We are fortunate to have a large field, our own woods, vegetable garden, an outdoor traverse climbing wall and a trim trail. In other words, lots of outdoor learning, adventurous activities, opportunities and experiences happen here at Melbury. We believe that play and exploration through the natural environment not only enhances children's learning but also helps them become aware of the beauty and fragility of their local and global environment. All classes take part in outdoor learning activities whatever the weather! Children are encouraged to bring waterproofs and wellies on such days. We do have a selection of suitable clothes and footwear available if pupils do not have appropriate clothes. We also run Forest Schools with small groups of children throughout the year.



Enrichment Activities

Real experiences help to deepen children's understanding of things. We try to organise lots of enriching activities such as trips, visitors in school, theatre companies, musical events and storytellers' etc. to support our curriculum. There is sometimes a charge associated with such activities, where parents/carers are asked to make a voluntary contribution. However, if sufficient voluntary contributions are not received, trips or visits may be cancelled. No child will be excluded from an activity, visit or trip during school hours because a voluntary contribution has not been received. We often take the children on local visits to support their learning to places such as the library, church etc. You will be informed that we are taking your child out of school. For trips further afield, clubs etc. children can only participate if the relevant paperwork has been completed by parents/carers.



Year 4 Violins and Violas



Bilborough Arts Festival



Residential Trips

Children are given the opportunity to take part in 4 residential trips throughout their school life at Melbury.

Year 2	Forest Schools at Sherwood Forest
Year 4	Beach Schools at the seaside
Year 5	Castleton, Derbyshire
Year 6	School camp and Team building (on the school field).



Yr 4 Scarborough

These trips are not a voluntary contribution and do incur a cost to the parent/carers although we do try to heavily subsidise this through school funds as we know what a positive and rewarding experience this is for pupils. These trips however are not compulsory. You are always given lots of warning of these events, and there is always a payment by instalments system in place to spread the cost.



Reading

Children will be given a book bag in Foundation Stage 2 when they start school full time, so that they can take their reading books and reading diaries home. Reading is an essential skill that we need to develop with children from the earliest possible opportunity. Please help and support us with this. Try and hear your child read at home at least 3 times per week. If you can hear your child read more often that would be fantastic. We have a number of rewards for children who read lots at home.



Research has proved that children who receive regular support at home with reading will attain and achieve better not only in English but also in Mathematics both at Primary school and in GCSE's. We believe that all children should be confident and successful readers by the time they leave Melbury. We have staff that are trained in specific reading interventions. If you are worried about your child's reading, please see the class teacher or Mrs Maltby (Literacy Co-ordinator). Replacement book bags will incur a charge and can be purchased from the School Office.

Music

All children are given the opportunity to learn a musical instrument in Year 4 and 5. Children learn either the violin or viola as part of the Wider Opportunities music scheme. Children are also able to access many of the area bands that are available after school. Parents can find more information about this at www.nottinghammusic.org.uk.

Religious Education

Religious Education is taught with reference to the agreed syllabus for Nottingham, maintaining broadly Christian perspectives whilst reflecting the different backgrounds and faiths of our school community. Parents have the right to withdraw a child from religious education and collective worship in accordance with section 9 of the 1988 Education Act.

Health, Sex and Drugs Education

The school follows guidelines set by the local authority and the requirements contained in Circular 5/95 for the Department for Education. We have adopted the Nottingham City Council SRE charter.

We have accreditation in the drugs and physical activity strand as part of our Healthy School's Award.

Please note: Parents are not allowed to withdraw children from the teaching of human development and reproduction but can withdraw their child from other aspects of sex education.

We actively promote emotional health and well-being in many ways at Melbury with all of our children. However, sometimes individual children require extra support. We will contact you if we feel this is necessary, and please contact us if you are concerned about your child in this respect.

All relevant policies are available on the website and on request.

E-safety

Children do have supervised access to the internet. School has various filters in place to make sure that this is even safer and that children are unable to access inappropriate images or materials. Children do not have access to social media sites at school. We have a policy on safe use of internet/social media for children and adults in school. There is a termly assembly focussing on e-safety and e-safety lessons are taught as part of our curriculum in every year group.



We would like to take this opportunity to remind you that children should not be accessing or having their own Facebook page at primary school and that many social media apps around today are not always safe for children to access. Please support us and keep your children safe in this matter. E-safety guidance to support parents is available on the website. Alternatively, please see **Miss Wilson** our Computing and E-safety leader.

Photographs/Video

We often take pictures and videos of the children to enhance learning experiences or to share and celebrate achievements and put on the website. Please sign the form on admission if you do not want your child's picture to appear on the website.



Homework

All children have passwords for Reading Eggs and Rockstars in Key Stage One and Two. These are educational online programmes developed to help children's reading and maths skills. These can be accessed from home.

Homework is not compulsory but does help to consolidate your child's learning. The amount and type of homework will depend upon the age of your child. By Year 6 we would have an expectation that homework is done in preparation for your child's transition to secondary school. Homework may be reading at home, learning times tables or number bonds and learning various spelling patterns. It may also take the form of an activity or a project in holiday time. Teachers will usually set some Maths or Literacy homework in Key Stage 2, which is given out on a Friday.

Home and School Partnership

Parents/ Carers are always welcome in school and a positive relationship is important to us. We strongly believe that education is a partnership and it is our expectation that parents/carers support school policies and procedures and ensure that children complete homework to ensure the best possible learning outcomes for them. All parents and pupils are asked to sign our Home School Agreement on admission.

We have many opportunities for parents/carers to be part of our learning community-

Parent Governors – Our Parent Governors at present are Ms Doughty and Ms Newbold

Parent Helpers - Help in the classroom, hear readers, be a swimming observer or help on trips

Parent Events - Opportunities to join in with your child's learning at our open learning sessions

Parents Evening/Meetings – your child's progress and attainment are one of our highest priorities and we track, monitor and assess children regularly. It is our expectation that parents attend these sessions to review children's progress and set targets.

Achievers Assemblies – we invite parents/carers to celebrate children's achievements with us regularly.

Need to talk?

If you need to discuss any matters with us, class teachers are usually available **after** school for quick queries, alternatively please make an appointment at the School Office to see them or the Head Teacher. Please do not let little worries become bigger ones - come in and talk to us.

It is vital that you keep us informed of any changes to your contact details so that we can communicate with you and contact you directly in the case of any emergency. School sends out regular newsletters and texts as well as continually updating the school website to keep you informed. Please also let us know of any changes to your child's circumstances as these can affect them at school and we can then support them in the most appropriate way.

Complaints Procedure

If you have a concern or complaint, please see your child's class teacher in the first instance. If you feel that the situation is unresolved, please make an appointment to see the Head Teacher. However, allegations of abuse against a member of the school staff must be reported to the Head Teacher immediately. Allegations of abuse against the Head Teacher must be reported to the Chair of Governors immediately. Immediate contact must be made by the Head Teacher or Chair of Governors with the Local Authority Child Protection Officer. A copy of the complaint's procedure is available on request.

School Times

Pupils should be in class lines – on the playground at 8:55AM

Key Stage 1 (Foundation & Infant) Lunch is 12:00 - 12:50PM

Key Stage 2 (Years 3 – 6) Lunch is 12:35 - 1:25PM

School ends at 3:15PM

Morning Nursery 8:45AM -11:45AM

Afternoon Nursery 12:30PM - 3:30PM



Please ensure that your child does not arrive before 8:40AM in the morning and is collected on time. Parents are asked to provide us with information on who is collecting their child or if their child is going home alone (Key Stage 2 children only). Children should be collected from the classroom door unless they walk on their own. If somebody different is going to collect your child please let the School Office know.

Please leave your child in the line in the morning. You are reminded that if you choose to let your child travel home without an adult, parents are responsible for them outside of school session times. A Breakfast Club is available for children from Year 1-6 from 7:45am – 8:55am at the cost of £2.00 a day. Please contact the School Office for more details.

Attendance and Punctuality

It is our expectation that children arrive on time and attend school regularly, which is the responsibility of parents & carers. Absences can only be authorised for genuine illness, religious observance or exceptional family circumstances agreed by the school. Holidays within term time are NOT AUTHORISED and will be subject to a fixed term penalty unless there are extenuating circumstances. Click News and Events, then Letters on our website to see Leave of absence in school term time conditions. Please take medical appointments outside of school hours whenever possible.

If your child is ill, please help us by informing the School Office on the first day of absence by 9:30AM.

Children arriving after 9:00AM, will need to go to the main office to either sign themselves in as late, or be signed in by an adult or older sibling and provide a reason. Children arriving after 9:30AM will be marked as a 'U' (absent for the morning). A member of school staff will take the children to their classroom if necessary, as learning time has begun.

As a school, we monitor attendance very closely and if your child's attendance becomes a cause for concern we will contact you and/or refer it to the Education Welfare Officer. A copy of our attendance policy is available on request.

Children with 100% attendance each term receive a book prize. There are also two celebration events throughout the year for all children who have achieved the attendance target of 96% or more.

Behaviour

A full copy of our behaviour policy is available on request.

We have very high expectations of behaviour both in and out of school and have a clear framework in place to ensure this. The school rules apply at all times in and around school and during out of school visits and trips for all children and adults.

Our schools' rules are:

Do as you are asked the first time

Be kind and friendly



Look after our school

Listen and work sensibly

Do our best

We have a wide variety of rewards in place to reward individuals and classes for good behaviour, attendance and work. We also have sanctions in place if children make the wrong behaviour choices. We will always contact you if we are concerned about your child's behaviour. For extreme cases of misbehaviour, your child may be given an internal or fixed term exclusion from school. Permanent exclusion may ultimately be the only option for the most severe behaviour incidents.

Bullying (verbal, physical, cyber, emotional), Racism (by word, action or attitude), fighting or hurting others, swearing, disobedience or refusal to co-operate will not be tolerated. We have very stringent anti-bullying and anti-discrimination procedures so that all pupils and adults feel safe from all types of harassment.

School Uniform

Melbury Primary School has a school uniform policy and it is our expectation that uniform is worn every day. It is also very important that all items of clothing are name labelled.

Our school uniform is:

White blouse or shirt

White or red polo shirt – plain or with the school logo.

Red sweatshirt, jumper or cardigan – plain or with the school logo, **no hoodies.**

Grey or black trousers, shorts, skirts, shalwa-kameez or pinafore – all plain

During summer term your child may wish to wear red and white checked dresses.

Appropriate footwear – flat black or brown shoes, black trainers, flat boots. Sandals are allowed in summer, no flip flops.

Please note black trainers with coloured soles/stripes etc. are not classed as school shoes.



Physical Education / Swimming - Your child's class teacher will let you know when it is Physical Education (P.E.) or swimming and your child must have the correct kit in school on these days.

P.E. Kit

Plain white t-shirt

Plain black shorts

Trainers/Plimsolls

Sweatshirt/Tracksuit bottoms

(For outdoor P.E. in colder weather)

Please bring kits in a suitable bag and with the children's name in. P.E. Kits and bags are available at the School Office.

Swimming Kit

Swimming costume or trunks

(NO bikinis or swimming shorts are allowed)

Towel

No jewellery apart from one pair of studs the size of a piercing stud, are allowed for Health and Safety reasons.

No makeup, nail varnish, coloured hair, coloured braids or smart watches.

Mobile phones must be handed in to the office at the start of the school day and collected at home time.

Snacks

Foundation and Key Stage 1 children receive free fruit.

Key Stage 2 children are encouraged to bring in a piece of fruit. Other snacks are not permitted. Children are also encouraged to drink plain water throughout the day. Drinking water is always available in class. **No drinks other than plain water are allowed unless it is as part of a packed lunch.** Fizzy drinks are not allowed in any circumstances.

School Milk

Children receive free milk up to the age of 5 years old. Milk is also available for older Foundation Stage children and those in Key Stage 1 at the cost of £20 per term and is payable online to 'Cool Milk'.

School Meals

All children in Key Stage 1 and Foundation Stage are entitled to a school lunch.

If you think your child is entitled to, free school meals in Key Stage 2 please complete a Parent Registration Form, which is available from the School Office and Pupil Benefits Department at the City Council, Tel 9154084. We cannot provide free school meals unless we have been sent the



authorisation to do so. Your child will then receive either a school meal or school packed lunch if you would prefer.

Alternatively, a school lunch costs £2.70 per day. Money **MUST** be paid in advance on a Monday to the School Office. Or online via the APP.

If you send your child with a packed lunch, please ensure that it is as balanced and healthy as possible. **Note: fizzy drinks and sweets are not allowed, only one small bar of chocolate.**

Nut Free Zone

Please note that we are a Nut Free Zone. We have some children in school who have nut allergies and coming into contact with them can be potentially harmful to them. Children may not bring nut related foods to school.

School Nurse

We have access to a team of school nurses who visit school to complete health and development checks. School nurses are now linked to families and areas, which means a much better level of consistency for you. They are also available to discuss any concerns you may have about your child - please contact the School Office to arrange this.

Medicines/inhalers in School

Medication has to be administered by trained staff. We can only administer prescribed medicine to children where not taking it in school time would hinder their recovery or well-being. Please ensure that any medication is sent to the School Office and not left in the classroom. It needs to be labelled clearly with the child's name and medication dose on it. **Appropriate forms have to be signed before we can administer any medication in school.**

Inhalers are kept in the classroom with the child. However, if taking part in outdoor learning within the school grounds, a PE lesson on the playground or field, or during play and lunch times outside, pupils will need to have their inhaler with them. Please note that children who need inhalers but do not have them in school may be stopped from going swimming or on trips as this could be a Health and Safety risk.

Head Lice

If your child has head lice please give the appropriate treatment and then return your child to school as soon as possible. We will send children home to be treated if head lice are noticed in school time. We will also inform parents of the whole class when there has been an incident of head lice in the class.

Special Educational Needs

All children are different and some children may experience difficulties that require extra intervention or support at school. If an area of need is identified, your child may be placed on the School's Special Needs Register and sometimes given an Individual Education Plan. We will always discuss this with you first. In some cases, it is helpful to work with other agencies such as Behaviour Support, Speech and Language therapy, Learning and Cognition. We will of course discuss any



outcome with you. Mr J Brown is our SENCO and is available by appointment on Mondays. Please drop in and see him if you have any concerns. Mr Brown can also be contacted via the office.

