



Spread your wings, learn new things, fly as high as you can.

School Brochure 2024 / 2025

Address:

Ryefield, Dovecotes Estate. Pendeford
Wolverhampton
WV8 1TX

Telephone:

01902 558284 (Office)
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School Office Email: dovecotesprimaryschool@wolverhampton.gov.uk

Headteacher: Miss T. Challenor

School Staff

Headteacher: Miss. T. Challenor

Deputy Headteacher: Mrs L Jones

Assistant Headteacher: Mrs L Gould

Chair of Governors: Mr Tim Wakefield

Teaching Staff:

Teacher	Year Grp
Miss B Phiri	Morning Nursery
Miss A Reeves	Rec
Miss T Cespedes	Year 1/2
Mrs A Batchelor/ Miss B Phiri	Year 1/2
Miss Medley	Year 2
Mrs A Batchelor/ Mrs L Jones	Year 3/4
Mrs H Edmonds	Year 3/4
Miss M Hickman	Year 3/4
Miss G Lane	Year 5/6
Mr C Middleton	Year 5/6
Mrs L Gould	Year 5/6

Teaching Assistants:

Teaching Assistants
Miss H Mears
Miss J Fullwood
Miss S Howard
Mrs J Turner
Mrs A Kumar
Mrs M Butler
Mrs D Woolley
Mrs I Davis
Miss S Walker (HLTA)
Miss E Pritchard
Mrs S Plummer
Mrs A Ashley (HLTA)
Mr D Tuckley

Senco: Mrs D. Turtle

RWI/ Early Reading Lead: Mrs A Batchelor

Pastoral Lead: Mrs L Hehir

Office Manager: Mrs M E Taylor

Attendance / Admin Support: Mrs A E Doughty

Site Manager: Mr A Curtis

Governing Body

Chair: Mr T Wakefield

Vice Chair: Mr K Sankey

Headteacher: Miss T. Challenor

Parent Governors:

Mr R Pitt-Woodcock

Mrs R Raynal

Staff Governors:

Mrs D Woolley

Co-opted Governors:

Mr T. Wakefield

Mrs. L Guest

Mrs. M Butler

Mr. K Sankey

Mrs C. Henry

Associate Governors:

Miss E. Pritchard

Mrs L. Jones

Local Authority

Miss Nadine Palmer

Vision, Aims and Values

Our Vision

To be an excellent school with uncompromising aspirations for every child in our care, empowering all pupils to embrace learning, achieve their personal best and build their emotional and physical well-being so that they grow up to lead successful, rewarding lives.

Our Aims

- To provide a caring and safe environment where every child is valued and respected.
- To have the highest expectations so that each child works to the best of their ability, reaches their true potential, develops their own unique talents and believes that there is no limit to what they can achieve.
- To develop tolerant and caring individuals who are kind to themselves and others.
- To build character and integrity so that all pupils can make sound moral choices and judgements.

- To equip all pupils with the skills necessary to lead emotionally and physically healthy lives.
- To develop resilient individuals who are creative problem solvers unafraid to take risks and learn from their mistakes.
- To develop independent, motivated learners who possess a lifelong love of learning inspired by an enriched curriculum that has broadened their horizons.
- To include parent/ carers as active participants in their children's education and progress.

Our Core Values

- Be Ambitious
 - Aspire to be the best you can be.
 - *'If you can dream it, you can do it.'* ~ Walt Disney
- Be Kind
 - Show empathy towards yourself, others and the environment.
 - *'You can always, always give something, even if it is only kindness.'* ~ Anne Frank
- Be Honest
 - Show you are trustworthy and reliable members of our school family.
 - *'Honesty is always the best policy.'* ~ George Washington
- Be Brave
 - Have the confidence to take risks and find the resilience to bounce back when things go wrong.
 - *'Do not judge me by my success, judge me by how many times I fell down and got back up again.'* ~ Nelson Mandela
- Be Creative
 - Use your imagination to solve problems and express yourself.
 - *'Imagination will take you everywhere.'* ~ Albert Einstein
- Be Healthy
 - Look after both your physical and mental health.
 - *'A child's mental health is just as important as their physical health.'* ~ Kate Middleton
- Be YOU

School Building

Dovecotes opened in 1978 as a separate infant school and junior school. The two schools amalgamated in 1995 to form Dovecotes Primary School.

The Early Years Unit includes Terrific for Twos (provision known as Little Doves), Nursery and Reception classes. All year groups share a playground which is well-equipped and spacious. We also have a wooded copse area to lead Wild Tribe forest school sessions.

Key Stage 1 has 3 classrooms. There is also a hall, an outdoor courtyard area and a beautiful library area which is sometimes used for group activities and intervention sessions. Nurture spaces complete the open plan KS1 unit.

Key Stage 2 is linked by an adjoining corridor which houses the Main Reception Office. There are six classroom areas, a large hall, dining room, intervention rooms, libraries and nurture/ reset zones. Key Stage 2 has a courtyard and large, enclosed playground and field which serves the whole school. Reading is very important to us at Dovecotes, and well-stocked and engaging libraries with comfortable reading areas are dotted around Key Stage 2. We also recognise that sometimes children need time to reset and calm down. We have a number of nurture spaces around school – The Sunshine and Buttercup Room – as well as break out zones in shared areas with tents and sensory toys to allow children to be mindful.

As some of our children have Special Educational Needs, we are lucky to have a fully equipped Rainbow Room where they can receive personalised learning and access resources that better meet their needs. A further room with a kitchen allows SEND pupils to work in a spacious area and learn key skills such as how to lead independent lives.

School Organisation

Our pupils are grouped in classes according to age and are taught as a class. At present in nearly all key stages there are three classes supporting every two-year groups.

Our Early Years Unit was built in September 1996 for Nursery and Reception classes. There is also Terrific for Two provision that caters for 10 children in the afternoon session. They are known as “Little Doves”.

For more information on the little Doves “Terrific for two’s” provision please contact: Miss A Reeves 01902 558284 to see if your child is entitled to this childcare.

School Sessions

School begins every day at 8.55 am and ends at 3.25 pm.

Arrival and Departure Times and Locations

Pupils go straight into their classes at the start of the school day and not onto playgrounds. Doors will open at 8:45am and will remain open until 8:55am when the school day begins.

Doors to be used are as follows:

Little Doves – Pupils should use the door to the Little Doves Unit across the Early Years Garden, which can be accessed via the blue gate adjacent to the main entrance. Little Doves will need to be collected from the same door at the end of their session. Please note that the afternoon session begins at 12:30pm and finishes at 3:30pm.

Nursery – Pupils should use the door to the Nursery classroom, which again can be accessed via the blue gate adjacent to the main entrance. Nursery children will need to be collected from the same door at the end of their session. Please note that morning sessions finish at 11:45am; afternoon sessions begin at 12:30pm and finish at 3:30pm.

Reception – Pupils should use the door on the KS1 playground which was the previous entry point for the Children’s Centre. A teacher will be waiting to take them down to their Reception classroom. The KS1 playground can be accessed via the orange gate in the corner of the playground.

KS1 and KS2 – In KS2, all pupils should access their classrooms via individual classroom doors. In KS1 they enter via the KS1 cloakroom door - the large gate in the corner, between the caretaker’s house and the car park, will be open so that pupils can walk along the paved pathway to the KS1 cloakroom door to enter the school building.

All classes will dismiss from their classroom doors at 3:25pm. Pupils from Year 5 and 6 are permitted to walk home alone once a consent letter has been returned to staff.

If you are unable to collect your child for any reason at the end of any session, we ask that you contact the school to advise the name of the person who will be collecting your child.

Lunchtimes

Lunchtime for Reception Class is: 12:05 pm - 1:05 pm

Lunchtime for Key Stage 1 and 2 is: 12:35pm - 1:30pm

Reports

Once a year, written progress reports on children are sent to parents. All parents are invited to Parent Evenings/ Afternoons each term where they can discuss their child’s progress with the class teacher. We very much see a child’s learning journey as a

partnership between teachers and parents and encourage an 'open door' policy should parents have any questions at all about their child's progress, attainment or wellbeing.

Admission Arrangements

Parents wishing to place their children at Dovecotes Primary School are welcome to view our wonderful school during the school day. Admission Forms must be collected from the Admissions Team at the Civic Centre, Wolverhampton.

Admission Form

Our Admissions Officer will go through the Admissions Form when your child is admitted to this school. It is important that we have as much information as possible to help us to best meet your child's individual needs. The information recorded will be treated in the strictest confidence. If there are any changes in your circumstances (change of address, phone number at home or work, family health etc.) then please let the school office know as soon as possible.

Admission Times

Children are admitted in September of each year. Children moving into the local area can be admitted any time of the year (subject to availability of places) as described on the authority's website.

Children are admitted to Nursery in age order after their third birthday and as places become available.

The maximum number of children admitted in KS1 and KS2 to any one-year group is 45. If the number of children wishing to enter school exceeds this number, then the local authority will allocate places using their admissions criteria outlined in their school admissions booklet.

Curriculum

All National Curriculum subjects are taught, and all children have equal access to all areas of the curriculum.

Our curriculum is broad and balanced and is designed to inspire, motivate and meet the needs of all children.

Key Stage 1 and Key Stage 2 are taught the National Curriculum which covers English, Maths, Science, Computing, Design Technology, History, Geography, Music, Art, P.E. Religious Education and PHSE.

Religious Education is taught to all children based on LA guidelines (Wolverhampton Agreed Syllabus), which is broadly Christian in nature. Parents wishing to have their

children excluded from Religious Education / Assemblies may contact the Headteacher to arrange this and discuss alternative provision.

All children receive daily English and Maths lessons. Reading is a vital part of our curriculum and children receive specialist reading support each day following the Read Write Inc programme until they become confident readers.

Creative development is very important at Dovecotes and music, art and sport all play an important role in the curriculum. Physical skills are developed through indoor and outdoor PE and swimming takes place for Years 5 and 6. A musical instrument is learnt in Year 4 and pupils may wish to continue to learn a brass or woodwind instrument in Year 5 and 6. There is no cost for this.

To ensure a smooth transfer of our 11-year-old children to their next school, we liaise with neighbourhood secondary schools in their final term of Year 6.

Nursery and Reception classes follow the Foundation Stage Curriculum which leads to children acquiring Early Learning Goals in the following areas: Personal, Social and Emotional development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World and Expressive Arts and Design

Special Educational Needs

The school follows the SEN Code of Practice for children with Special Educational Needs. Staff work with our SENCO (SEN Co-ordinator) to monitor and assess individual children and, if necessary, place pupils onto the SEN register using the Graduated Approach of Assess, Do and Review. If necessary, advice and support is sought from outside agencies. Pupils on the SEN register have a pupil passport and their wishes and feelings are taken into account when writing their pupil passport targets. Parents are also involved in creating their children's individual targets and regular reviews take place to decide on further action to be taken to support the needs of each child.

School Activities and Events

It is the aim of the school to pursue a wide range of educational visits, to make lasting memories and enrich all of our pupils' school lives. The school will subsidise visits wherever possible to ensure that every child is able to participate in these events.

Educational visits are arranged during the school year. Children in KS1 are taken to Kingswood Nursery Residential Centre for an overnight stay. Children in KS2 also have the opportunity to participate in a residential visit to Dunfield House and the seaside town of Llandudno.

A number of interests, both sporting and creative, are catered for in After School Clubs throughout the school year. Sports Days are held in the Summer Term. These are free of charge.

Children are offered opportunities to take part in the school choir in Key Stage 2 and learn a musical instrument in Year 4 as part of whole school instrument tuition with specialist teachers from Wolverhampton Music School. They can continue to learn a brass or woodwind instrument in Year 5 and 6.

Swimming Kit

For Swimming lessons, children need to wear trunks that are above the knee or a one piece swimming costume and a cap for children with hair that is shoulder length or below.

For Health and Safety reasons, no jewellery of any kind is to be worn except stud earrings.

Charging For Activities Policy

No charge is expected for any after school, extra-curricular activity. Parents will be asked to make reasonable voluntary contributions towards school visits. If enough contributions are not received, visits may have to be cancelled. Any parent who has financial concerns regarding the payment of school trips should contact the Headteacher for a financial arrangement to be made as it is always our wish for all pupils to take part and no child to miss out.

School Uniform

Our school colours are royal blue and grey. Governors and staff strongly believe that wearing the uniform shows a pride in our school and a sense of belonging. Our school uniform is:

- Royal blue jumper/cardigan or royal blue sweatshirt/cardigan (Optional with the embroidered school logo)
- Plain white school polo shirt
- Grey/ Black trousers (no leggings)
- Grey/ Black pinafore dress or skirt*
- Blue and White Check/ Stripe Dress
- Dark Grey or Black socks/ tights
- Black shoes – flat or small heel only – no trainers.

For Physical Education:

- a plain white T-shirt and navy blue, royal blue or black shorts/jogging bottoms for P.E (no football kits or branded sportswear);
- plain black or white trainers for outdoor P.E lessons;
- black pumps for indoor P.E lessons;
- no jewellery (staff are not permitted to take out children's earrings);
- a bobble to tie back hair that is shoulder length or below;
- for swimming lessons, trunks that are above the knee/ one piece swimming costume and a cap for children with hair that is shoulder length or below.

ALL UNIFORM AND P.E KIT SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME AND P.E KIT SHOULD BE KEPT IN A SUITABLE BAG.

IN THE INTEREST OF SAFETY AND SECURITY, NO JEWELLERY SHOULD BE WORN. CHILDREN WITH PIERCED EARS MAY WEAR STUDS ONLY.

School Meals and Lunchtime

Parents have the following options for their child at lunchtime:-

1. Children can remain at school and eat a cooked meal. These are cooked on the premises and provide a nutritious, well-balanced lunch. Meals are paid for in advance via the School Comms app.
2. Many children qualify for a free school meal – application forms can be obtained from the school office.
3. Parents receiving Universal Credit may also be entitled to Flexible Charged Meals; this scheme has been running in Wolverhampton for several years; if your child is eligible, you will only have to pay £2 for a school meal for each child rather than £2.50.
4. Children can remain in school and bring a packed lunch but no glass bottles or fizzy drinks are allowed. The lunch should be in a suitable plastic container clearly marked with your child's name.

Milk

Milk is available at lunchtime for ALL pupils (paid for by the school). Whole milk is available for Nursery and Reception children.

Bringing Money to School

Dovecotes is a cashless school and all payments take place through the app School Comms. However, sometimes money may come into school for charity and non-uniform days. School can take no responsibility for any other money that your child may bring in to school. No valuables should ever be brought into school.

Fruit in Schools

In 2002 the Government introduced a "National Fruit Scheme" for 4 – 6 year olds. Under the scheme each child is entitled to receive a free piece of fruit each school day to encourage healthy eating.

Fresh water is available all day to our children from water coolers in each of the shared area, this is in accordance with Department of Health guidelines. KS2 children are encouraged to bring fruit or a healthy snack bar from home for break times.

Breakfast Club

Mondays to Fridays 7:45 am to 8.45 am we run a Breakfast Club. We consider breakfast to be an important meal to set children up for the day and know how difficult it can sometimes be to encourage children to eat a nutritious meal first thing in the morning. At Breakfast Club, we provide bagels, toast, with a selection of toppings, cereal, milk and juice. Specialist coaches will be present to encourage an active start to the day. Alternatively, your child may wish to play table top games or draw. Again payment of £2.50 is via the School Comms App.

Change of Address / Emergency Contact

It may happen that in an emergency the school will need to contact you promptly. For this reason, please keep us informed of any changes in contact information.

Mobile Phones

Mobile phones are only allowed for children in Upper Key Stage 2 who may be using public transport to get to and from school or walking home alone. Parents will have to sign the mobile phone agreement form before any child can bring a phone into school. Phones need to be handed into the school office for safe keeping.

Absence from School

Lateness

Children who are late will be marked absent (unauthorised) if they arrive after the registers have been closed at 9:00 am and 1:35pm (1:10 pm for afternoon registration in Reception Class) unless prior notice has been given. A record will be made of all children who arrive after 9:00; this record is monitored by the Headteacher and Education Welfare Officer and action taken where necessary. All children who are late or who are returning to school after medical appointments must report to the school office and be signed in by the Parent/carer.

Absences

The school should be informed immediately of any absence. Parents can contact us in person, telephone the school office on 01902 558284, email on dovecotesprimaryschool@wolverhampton.gov.uk or send a text or WhatsApp message to 07979922937. If we do not know the reason for a child being away from school then the absence is regarded as unauthorised.

If a child has not arrived in school by 9:30am and we have not heard as to why they are absent, the school will contact home to check on their whereabouts. Where contact cannot be made, and no reason has been given for the absence, the school may make a home visit.

Attendance registers are regularly checked by the Educational Welfare Officer on behalf of the Local Authority.

Holidays

We ask that you avoid booking holidays during statutory test (SAT) dates if you have children in Year 6 - these take place during May.

Holidays during School Time are not authorised by the headteacher unless for exceptional circumstances. A holiday form can be requested from the School Office 4 weeks before the absence is due to commence. (Please note that a fine will be imposed if children are taken out for a holiday during school time)

Health

We have regular visits from the school nurse. Please contact the school office if you would like to see her.

Medicine

School can take responsibility for administering medicines to children with parental permission. However, parents are also welcome to come into school to give tablets/ medicines if this is essential during the school day. A form can be collected from the main reception.

Headlice

Children with long hair must have this tied completely back for P.E and tied back off their face for lessons.

Winter Weather

If we experience severe snow falls in the winter, there are occasions when the school may have to close.

If the school has to take this action then the information will be relayed via the school texting service and the school website.

Road Safety

Road Safety sessions will take place in Reception and Year 1.

Children may like to cycle to school. If so, they must have a 'roadworthy' bicycle, and a lock to secure the bike to our bike rack and a cycle helmet which must be worn at all times when they are riding their bike. Letters to give your child permission to come to school using their bike are available from the School Office.

Home School Partnership

We believe that the education of each child is a partnership between home and school and we feel that a good relationship between teachers and parents is very important. Parents are always welcome to visit the school and discuss their child at any time. We have an 'open door' policy.

The Headteacher is also always willing to see parents to discuss any child.

Parent / teacher evenings and afternoons are held every term. It is an opportunity for you to discuss your children's progress and see their work.

Written reports are sent home at the end of the school year in July and parents are given the opportunity to discuss the report and the year's progress with the class teacher.

It is important that parents keep the school informed of up-to-date telephone numbers and addresses and also of anything that might affect a child's performance.

Children are encouraged to take reading books home every night. It is most helpful if parents can listen to their child read at home and ensure that the books taken home are cared for and returned each day. We also encourage children to learn their times tables in Year 3 and 4 and spellings in Year 5 and 6 as they will be tested on these in Year 4 and Year 6 respectively. For other homework we like to send home a 'big question' for children to think about with their families. This is because we believe that a high-quality oracy education is vital to not only improve academic outcomes of students but also to foster their confidence and wellbeing.

The school asks that all parents sign the 'Home / School Agreement,' which outlines these main principles.

Pastoral Care and Nurture Support

Behaviour in School

Every child has the right to an environment that provides an opportunity to excel.

The school expects a high standard of behaviour from children but also recognises that we all make mistakes and that these are an opportunity to learn and become better versions of ourselves. We reward random acts of kindness and when children display our core values. Parents will be involved in discussions at an early stage if children are not adhering to our school rules and we will work with families and outside agencies to get our pupils back on track.

As a school we adhere to the rules: Kind Hands, Kind Feet, Kind Words and children are expected to 'disagree agreeably' and resolve their differences by discussion with each other. This is known as restorative practice and allows pupils to realise the impact of their actions on others and repair the harm.

At Dovecotes Primary School, we also recognise the importance of promoting positive mental health and emotional wellbeing to both our pupils and their families. We aim to create an open culture around the discussion of mental health and wellbeing and to empower our children be able to regulate their emotions. By implementing the Zones of Regulation curriculum we aim to teach our pupils to identify emotions in themselves and others and provide them with bank of strategies to help regulate their emotions and improve their wellbeing.

Blue Zone

This is where you would be if you are feeling:

- tired
- sad
- bored
- sick

In general you are feeling slow and are mostly feeling uncomfortable.

Green Zone

This is where you feel:

- happy
- pleased
- proud
- content
- calm
- ready to learn

This is the ideal zone for children to be in when in class, feeling comfortable.

Yellow Zone

This is when there is some loss of control

You may feel:

- worried
- scared
- frustrated
- behave in a silly way
- be overly excited

In this zone you can be either comfortable or uncomfortable.

Red Zone

This is where there is a loss of control.

You could be feeling:

- rage
- fury
- elation
- total fear

The children explore these zones and learn to identify which zone they are in. This is supported by all staff. Once children understand the concept of the zones, they will then explore ways to help regulate themselves with the support of sensory devices and calming techniques.

For pupils who need a little extra support we have CAMHS education mental health practitioners who visit school and work 121 with pupils using therapeutic techniques such as CBT. They also run workshops for our children in classes, such as to support our Year 6 Leavers when they transition to high school.

Health and Welfare

Parents should inform the school of any medical conditions / allergies.

It is expected that children suffering with asthma will have an in-date inhaler in school. The school keeps an emergency inhaler, which is regularly updated by the school nurse, to be used in emergencies.

The school medical service carries out a programme of health surveillance that includes height, weight, vision and dental screening. Our school nurse can be contacted should you wish to discuss any problems concerning your child.

Child Protection

At Dovecotes, we take safeguarding very seriously and always think 'it could happen here'. Our main duty is to safeguard children. Staff work closely with all Wolverhampton agencies to ensure the well-being and protection of all children in our care. We continually strive to make sure everyone sees Dovecotes as a safe place to be.

We hope that you have found the information in this brochure helpful. Should you have any further questions, please contact the school office.