

# Lockyer's Middle School

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## New Parent Information Pack

Headteacher: Mr. Mark Legge  
Assistant Headteacher: Ms. Fiona Locke  
Chair of the Academy Committee: Mrs. Eirian Turner

### **Article 28 – All children have the right to an education**

This information is reviewed annually and aims to provide key information about our school. It is hoped that this document provides a useful reference point for all parents and pupils.

**Reviewed:** June 2019

## About our School

Lockyer's Middle School provides comprehensive education for girls and boys aged from 9 – 13 years. At present, the school caters for approximately 470 children. Our school is part of the Corfe Hills Pyramid in which liaison between all phases is well-established. We joined Wimborne Academy Trust in July 2018.

Most of the children entering our school at Year 5 come from local First Schools – Rushcombe, Henbury View, Sturminster Marshall and Springdale. On leaving the school most pupils transfer to Corfe Hills Upper School.

Lockyer's is situated on a large site on the edge of open countryside. The original Lockyer's School was founded in 1706. Naturally, very little of the original building has survived. A Victorian extension was built in 1897, which today houses four classes, whilst the majority of the school was built in the 1970s. This comprises of three large blocks of four classrooms with a shared area and integral toilets and cloakrooms. Each block forms the base for each of the Year groups.

Practical classrooms include two science laboratories, an art room, food technology room, design and technology area, a computing suite, two halls (one for sport and the other equipped with a stage) and a library. In the academic year 2016-2017 extensive refurbishment took place in the Year 7 block, updating and maintaining classrooms, and in the academic year 2017-2018 we acquired spacious new music facilities and refurbished art and textiles rooms. In addition to this, we have new fences to ensure pupils are safe at all times, as well as all areas of school now being wheelchair accessible.

The school has extensive playing fields which, in the winter cater for football, rugby and netball, whilst in the summer provide a running track and facilities for rounders, cricket and tennis. Beyond the fields is an Environmental Area used for a variety of lessons including English and Science.

## Contacting School

We are always happy to answer questions and discuss concerns that you may have. We would encourage you to visit the main school office or contact us via e-mail or phone to make an appointment to ensure that the member of staff you wish to talk to is available to meet you.



office@lockyersmid.dorset.sch.uk



01202 692779



@Lockyers\_Middle

Our school website contains many details about life in school. In particular, newsletters including key dates and school policies: [www.lockyersmid.dorset.sch.uk](http://www.lockyersmid.dorset.sch.uk)

# School Values and Aims

Lockyer's Middle School is a Rights Respecting School

## Our Vision:

- ✓ Everybody values learning
- ✓ Everybody works together to achieve the best for themselves and the school
- ✓ Everybody is engaged with learning

## We aim for:

- ✓ Everybody to be proud to be a part of Lockyer's Middle School
- ✓ Every lesson to be good or better
- ✓ Every child to make better than expected progress in their time at Lockyer's Middle School

### **Everyone under the age of 18 has these rights:**

- ✓ All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children
- ✓ You have the right to give your opinion and for all adults to listen and take it seriously
- ✓ You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way, unless it harms or offends other people
- ✓ You have the right to choose your own religion and beliefs. Your parents should help you decide what is right and wrong and what is best for you
- ✓ You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others
- ✓ You have the right to get information that is important to your well-being, from radio, newspapers, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need
- ✓ You have the right to be protected from being hurt and mistreated, in body or mind.
- ✓ You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life
- ✓ You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment and the information to help you stay well
- ✓ You have the right to a good quality education. You should be encouraged to go to school to the highest level you can
- ✓ Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people
- ✓ You have the right to practice your own culture, language and religion—or any you choose
- ✓ You have the right to play and rest
- ✓ You have the right to protections from any kind of exploitation (being taken advantage of)
- ✓ You have the right to know your own rights! Adults should know about these rights and help you learn them too.

It is our aim to ensure that our children become well motivated, confident learners, capable of achieving the highest possible standards whilst becoming positive role models. We strive to provide a full and varied curriculum supported by a wide range of extra-curricular opportunities. The school community is a safe and stimulating environment where the needs of individual learners are supported and nurtured by staff committed to fostering a love of learning.

We take pride in maintaining positive relationships with parents and the wider school community and value the role the whole school community plays in maintaining high expectations for our pupils.

We encourage the community to take time to find out more about our school by exploring our website, and are always very happy to welcome parents, prospective parents and members of the local community into school.

## Single Equality Policy and Pupil Safety

Lockyer's Middle School strives to achieve a cohesive community and expects that children respect one another and that their parents feel fully engaged in the school. As a UNICEF Rights Respecting school we aim to enhance a wider sense of community locally, as well as in the context of the UK and the World communities. We support the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998. Through our policies and actions we undertake to ensure that every child and young person is healthy, safe, is able to enjoy and achieve in their learning experience, and is able to contribute to the wider community. We consider it prudent and sensible to maintain the practice of logging racist incidents. We monitor and log incidents that discriminate against children and young people or adults in our school with protected characteristics, e.g., homophobic bullying. We also monitor and log all other bullying incidents.

The school's Single Equality Policy and Single Equality Objectives can be viewed on the school website in the 'Safeguarding' section.

## The School Day

The school day starts at 8.45 am and finishes at 3.15 pm. There are five, 55 minute lessons per day. A total of 25 hours teaching time a week are completed including tutor time.

We discourage pupils from arriving in school before 8:35am each morning, as staff are not on duty to supervise until this time. The school cannot accept responsibility for children who arrive earlier. Children will not be allowed to leave school during the day unless we have your written permission. If they do leave for any reason, they must report to the school

office and be collected and signed out by an adult. Parents collecting their children should always report to the main office upon arrival at school.

## Teaching and Group Organisation

Our school is organised into four year groups – Years 5,6,7,8 to correspond with National Curriculum Years. Each child is in the care of a class teacher who takes primary responsibility for the child's welfare. In addition, each year group has a year leader who, apart from teaching and other curriculum responsibilities, has a pastoral responsibility for the care and welfare of the year group. Your child's class teacher and Head of Year should be your first point of contact at school. The Senior Leadership Team includes the Headteacher, Deputy Headteacher, an Assistant Headteacher and another senior member of staff.

In Year 5, your child will be taught by a small number of teachers, both their own class teacher and also subject specialists.

Throughout Year 6, 7 and 8, there is a gradual transition to match the child's development, with an increasing number of lessons being taught by subject specialists. By Year 7, almost all subjects are specialist taught.

Lessons are mainly taught in mixed ability groups. For mathematics and English lessons, pupils may be grouped by ability. In many cases, practical lessons have smaller teaching groups.

Children with special educational needs are given support through additional classroom provision or by being taught some key skills in small groups.

## The Curriculum

The school aims to provide learning experiences that offer challenge and enjoyment to every child. These learning experiences form a curriculum which is broad, balanced and relevant to each child's needs, building upon progress made in the first school. A variety of teaching styles and approaches are used both inside the classroom and beyond so that, as well as the opportunity to work individually and develop independence, children also develop the skills required to work collaboratively and as part of a team.

At Lockyer's Middle we are committed to identifying the needs of each child. Our school endeavours to reflect upon current educational thinking when planning opportunities for learners. Planning is continually reviewed by the staff to ensure that the work we do, and the experiences we offer will help us achieve the overall ambition of promoting purposeful learning within a secure, happy environment. Wide ranges of learning activities enable the children to build on previous experience and develop knowledge, skills and attitudes which will help prepare them for the future in our ever changing world.

The National Curriculum for England and Wales is made up of the core subjects of English, maths and science and the foundation subjects of design and technology, humanities (history and geography), music, P.E, art, computing and a modern foreign language.

Religious education and P.S.H.C.E (personal, social, health and citizenship education) will also be taught to all children.

All pupils are expected to complete all aspects of the school curriculum. However, for some children part of the curriculum may not be accessible and therefore special provision may be made as a result of a special educational need. Any parent can request in writing exclusion from Religious Education or Sex Education.

## Relationships and Sex Education

In Key Stage 2 (Years 5 and 6) pupils receive compulsory education about human development and reproduction. In Key Stage 3 (Years 7 and 8) all pupils receive compulsory education on human reproduction and the physical and emotional changes of adolescence. Relationships and sex education also provides information about relationships, feelings and emotions.

Section 241 of the 1993 Education Act requires governors of secondary schools (including middle deemed secondary schools) to provide Relationships and Sex Education to all registered pupils.

Pupils can be withdrawn by their parents from all or part of Relationships and Sex Education that does not form part of the statutory National Curriculum. Any request by a parent to exercise their right of withdrawal should be addressed to the Academy Committee in writing. Parents who wish to exercise this right are invited to discuss the nature of their concern with the Headteacher so that any misunderstandings about the nature of the sex education provided by the school can be resolved.

A copy of our Relationships and Sex Education Policy can be found on our school website.

## Practical Subjects

The school hopes that all parents will provide the ingredients or materials for these important and enjoyable subject areas. This is due to the practical difficulties in maintaining a supply of fresh ingredients in school. If parents are not able to, the school may be able to supply the ingredients/materials, but can then sell the finished items to recover the costs. Please do contact the school if you feel unable to support your child in these curriculum areas.

## Music

A number of children learn a wide range of musical instruments with different peripatetic teachers. Since September 2016 these have been provided by Dorset Music Service. Children are taught individually or in small groups. Fees are paid termly, directly to the school. The school office is able to provide details of all lessons offered through the school.

# Special Educational Needs and Disabilities

*Article 23 – You have a right to special education and care if you have a disability.*

It is the policy of the school to encourage and support all pupils to realise their full potential, whether they are gifted or have learning difficulties. Many special needs are catered for by class teachers through a differentiated programme of work where appropriate. The school's Inclusion Leader, Mrs. J. Adams, supports this work and monitors the progress of individual pupils. The following specific documents provide further information and can be obtained from our school website:

- SEN School Information report
- SEND at Lockyer's Middle School - useful information for parents and carers
- SEND policy

## Homework

It is vital that during their time at Lockyer's Middle School children should acquire good homework habits. Academic success will depend to an increasing degree upon your child's ability to work independently. At the same time, we appreciate that many children pursue a wide range of activities outside of school. Your child should be encouraged to take part in these to help his/her overall development. The school's aim is to ensure a balance between these claims on your child's time.

In Years 5 and 6, children are expected to learn or practise spelling, grammar and punctuation skills or arithmetic skills. They should also be able to provide evidence of reading regularly. In addition specific homework tasks are set in English and mathematics. In Years 7 and 8 a written piece of English, maths, science, French and humanities will be set each week – each piece will take 30-40 minutes to complete.

Each child will have a homework timetable and planner. The planner is used to record work set and provide a means of communication between school and home. We ask parents to check and sign the diary weekly and to take an interest in the work, ensuring that it is done well and produced on time. We rely on your support in this important routine. Homework will be set using the school's E-Praise system which allows pupils and parents to access from home and check that work has been handed in.

It is vital that parents provide the right atmosphere in which homework can be done. Children should have access to a place which is quiet and has no distractions. Please help and support where necessary but avoid actually doing the work for the child.

## Extra-Curricular Activities

Lockyer's offers a range of activities at lunch-time and after school. Staff give generously of their time to provide these extra opportunities.

A clubs list is produced each term. All clubs begin in the second week of a new term. Pupils must return a completed clubs permission form for each club they attend.

## Behaviour

We expect a high level of behaviour and self-discipline from our pupils both in school and on the journey to and from school. We aim to work alongside parents, keeping them fully informed at all times. The school's Behaviour Policy can be reviewed on the school website. This policy includes details of sanctions used to manage inappropriate behaviour.

## Celebrating Achievement

To support our Rights Respecting Schools ethos, children will be placed in a house. Siblings are placed in the same house. New house names are being chosen by pupils for September 2019. Pupils enjoy using E-Praise to view awards and collect their house points.

## Bullying

*Article 19 – You have the right to be protected from being hurt and mistreated in body and mind.*

We work hard to maintain an atmosphere which discourages bullying, both through our PSHCE programme and through the ethos of the school. We strive to ensure that early intervention, through discussion with the children involved, leads to a positive resolution to any concerns that pupils have. We are very aware that what may seem quite small to an adult can be a real worry for a child and as such treat every reported instance seriously.

In serious cases, the matter will be dealt with by a senior member of staff and parents will be kept informed of their child's involvement. Our Anti-Bullying Policy can be viewed on the school website.

## Partnership with Parents

*Article 3 – All adults should do what is best for the child.*

Co-operation between home and school is of vital importance if children are to make the best possible progress. We encourage you to engage readily in school life by attending



parents' evenings, supporting school events and your child's involvement in the wider life of school.

We operate an 'Open Door' policy in school and as already mentioned would encourage you to contact school whenever you feel you have an issue to discuss. Teaching staff are always happy to meet with parents or to talk on the phone. Your child's class tutor, then Head of Year should be your first points of contact. Please do endeavour to keep us informed of any circumstances which may affect your child's learning.

## Reporting to Parents

### Parents' Evenings

Regular consultation evenings form part of the school calendar to give you the opportunity to talk to your child's teachers about his/her progress. We would encourage you to attend these evenings each year. These provide a valuable opportunity to discuss your child as a learner and their attitude towards school life.

### School Reports

Over the school year you will receive three report cards. We hope that regular termly reporting will help you to support your child's learning and progress.

### Assessment

During the course of each academic year pupils' progress and attainment is reviewed to ensure that next steps in learning are carefully prepared. Pupils complete testing at set times of the year. Information is readily available to parents and shared formally through parent evenings and school reports.

Children take the National end of Key Stage 2 SATs when they are in Year 6. Each child's results will be reported to parents.

## Newsletters

Newsletters are sent home sharing our successes whilst also giving important dates and information concerning the life of the school. These can be sent home either as a paper copy or by using our electronic parent mail service.

## Parents in School

We welcome parental involvement in school life and are always keen for parents to visit school on a regular basis, to support trips or to share their expertise in a particular field. Offers of help should be made via the school office who will direct parents to the appropriate member of staff.

When visiting the school, except for consultation evenings, you are requested to report to the school office when you arrive. This is particularly important when taking home children who are unwell. Regular visitors to school will be required to complete the necessary background checks to enable them to work with children.

## Parent Teacher Association

The Friends of Lockyer's make a full and active contribution to school life.

The aims of the Association are:

- ✓ To foster extended relationships between the staff, parents and others associated with the school.
- ✓ To engage in activities which support the school and advance the education of the pupils attending it.

All parents are automatically members of the Association. It is hoped that you will actively join in the various meetings and events throughout each year. This group raises valuable funds that enhance opportunities for our pupils.

The Annual General Meeting of the Association will be held in the first half of the Autumn term and all parents are invited to attend.

## School Uniform

We encourage all parents to support our school uniform requirements by ensuring that all pupils wear it correctly and present themselves appropriately at all times. All of our school uniform and sports clothing is stocked by Bartlett's of East Street, Wimborne. They are the sole supplier of our sweatshirt, P.E. shorts, P.E. socks, rugby shirts and tie.

Our uniform requirements are:

- ✓ Maroon school sweatshirt with school logo
- ✓ School tie
- ✓ Grey trousers/grey shorts/grey pleated skirt (**Skirts MUST be pleated and should be no more than two or three centimetres above the knee. Home will be contacted if a skirt or shorts are not deemed suitable for school**)
- ✓ White school shirt/white blouse (with a top button)
- ✓ Black shoes **No trainers, slip-on or high heeled shoes should be worn**
- ✓ Grey ankle/knee length socks or grey tights. (**No sheer tights should be worn - traditional school tights only are permitted. No trainer socks should be worn**)
- ✓ An Apron for Design and Art lessons

**P.E. Kit:** Maroon shorts, school rugby-style shirt, white polo shirt, maroon football socks, white sports socks, trainers, football boots. (Tracksuit trousers for cold weather)

**All items of school clothing, footwear and equipment should be clearly marked with the child's name. Please regularly check that your child's belongings remain named.**

## Hair Styles and Jewellery

**A single pair of small, plain, silver or gold stud earrings is the only jewellery allowed. Extreme hairstyles are not allowed.**

Long hair must always be tied back for practical lessons for reasons of hygiene and safety.

## Mobile Phones

Mobile phones are not allowed to be used at school. Pupils who travel to and from school with their mobile phone **must turn it off** as they arrive at school. Pupils will be given an after school detention if they are found using their mobile phone during the school day.

Mobile phones are collected at the start of each day within year groups and securely locked away. Pupils can then collect their mobile phone at the end of the day. Mobile phones are a pupil's own responsibility. School can accept no responsibility for loss or damage to pupils' mobile phones that have not been handed in.

## Personal Items

Certain items should not be brought into school including: large sums of money, tablets, smart watches, e-readers, toys and games consoles.

Any watches should be handed in to P.E. staff for safe keeping at the beginning of each lesson.

If a child is required to have money in school it should always be a small amount and should be kept securely in a labelled purse/wallet or safe pocket (possibly zipped). Such sums of money should be kept on the person and not left in the cloakroom or trays.

## Food

*Article 24 – You have the right to nutritious food and the information to help you stay well.*

As part of our commitment towards promoting healthy lifestyles, sweets and fizzy drinks are not allowed in school. We ask you to provide healthy food for your child's lunch. **Only fruit or a plain biscuit** are allowed from home for break snacks. **Can we also remind you that products containing nuts are not permitted in school.**

## Equipment

Parents are requested to provide their child with the following items of equipment for their personal use throughout their time at the school:

- ✓ A suitable school bag
- ✓ A separate P.E. kit bag
- ✓ A cartridge pen or equivalent hand-writing pen (blue ink)

- ✓ A pencil case
- ✓ A 30cm ruler
- ✓ Pencils
- ✓ An eraser
- ✓ A glue stick
- ✓ Pencil crayons
- ✓ Protractor
- ✓ Calculator

Parents/Guardians who are unable to provide these items are encouraged to speak to their child's class teacher.

## Financial Assistance

The school is able to provide a school uniform grant to parents/guardians of pupils entitled to free school meals. The grant is to go towards essential uniform items, once every two academic years. Application forms are available via the school office. Other parents/guardians experiencing financial hardship and who would like to apply for the grant are encouraged to seek help via the Headteacher.

The Academy Committee encourages any parent/guardian who is experiencing problems in paying for any item/activity that the school requests funds for to approach the Headteacher, in confidence, to discuss the matter.

## Admissions

The school will normally admit children of the appropriate age up to the standard number agreed with the Local Authority, currently 132 per year group.

Should the number of children seeking admission exceed the number of places available, the priority criteria used by Dorset County Council will be followed.

## Attendance: Illness and Absence

Regular attendance at school will have a positive impact upon your child's academic and social development. Attendance is regularly monitored and parents of pupils who fail to attend school regularly will be written to in the first instance. Further action will be taken if poor attendance at school continues.

All absences from school must be explained in writing by a child's parent/guardian. If your child is absent from school, the school office should be contacted via telephone before 9:00am (an answer phone facility is available) and a letter confirming absence should be handed to a child's class teacher upon return to school. Alternatively you can use our dedicated email address [absence@lockyersmid.dorset.sch.uk](mailto:absence@lockyersmid.dorset.sch.uk) to report your child absent.

The school office will contact home to explore all unexplained absences as soon as it is possible each morning.

If your child is absent from school for a prolonged period of time, we would encourage you to remain in regular contact with school until your child's return.

Notes are required if parents wish their child to be excused from P.E./Games.

If your child is taken ill or injured whilst at school, first aid will be given and you will be contacted if it is felt that the child should go home. In more serious cases, the child will be taken to hospital. It is essential that we have up to date emergency telephone numbers via which a parent may be contacted.

Parents are reminded that under Government regulations the only official reasons for absence are illness, visits for medical treatment and special leave in extenuating circumstances.

## Holidays in Term Time

From September 2013 amendments to The Education (Pupil Registration) (England) Regulations 2006 remove reference to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Dorset County Council Children's Services Directorate fully supports schools in expecting parents and carers to make sure that children and young people attend school on a regular basis. Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and well-being.

Dorset County Council will be supporting all schools in ensuring the law is upheld. In law parents and carers are committing an offence if they fail to ensure their child's regular and punctual attendance at school. Therefore any unauthorised absence, such as taking holidays in term time, can result in a Fixed Term Penalty Notice.

**Our school will therefore not be able to authorise absence from learning (Holiday Requests) during term time. Requests for absence from school due to exceptional circumstances should be addressed to the Headteacher as far in advance of the absence as possible.**

## Medicines

If possible, prescribed or non-prescribed medicines should be administered by parents outside of the school day. If your child needs to take medication during the school day, it should be taken to the school office and must have the child's name and the dose to be

taken clearly marked upon them. All medication must be in its original packaging and be accompanied by a parental consent form. Parents are asked to remain mindful of the expiry date of medications held in school to help staff ensure that medication is always readily available for use.

## Educational Visits

We aim to ensure that all pupils have opportunities to explore the curriculum beyond the classroom. Year groups will take part in a planned programme of day visits. We aim to keep the cost to a minimum and to notify you of any costs well in advance of the trip taking place. In addition, there is a programme of extended residential visits, which for this year included:

🕒 Year 6 - Okehampton YHA Activity Centre

🕒 Year 8 – Mill on the Brue

## Policy on Charging for Visits and Activities

A voluntary donation towards the cost of trips or visiting speakers in school time will often be requested prior to a trip commencing. As the school cannot fund any trip entirely, visits will only go ahead if enough voluntary contributions are received to enable us to afford the visit. If a trip does go ahead all children will be able to take part. However, the school reserves the right to remove any child from a trip if there is concern over his/her behaviour, discipline or safety. If a trip cannot go ahead because of insufficient voluntary donations, all money received will be returned to those who contributed.

Residential visits will follow the same arrangements as day visits. Parents who can prove that they are in receipt of certain benefits (which follow the entitlement to free school meals) will be supported with the cost of residential trips. For full details please see the Charging and Remissions Policy, which can be viewed on the school website. Non-residential trips out of school hours may still be charged for. Where a charge is made, only those children whose parents have paid will be able to take part in such a trip. However, the school aims to provide opportunities for all pupils, so those experiencing financial difficulties and feel they are unable to afford the charge should approach the Headteacher.

## Lunch Arrangements

There are three alternatives available to your child:

- a) Packed lunch.
- b) Hot school meal, ordered a week in advance, eaten in the school hall.

Our hot school meal service is run by Chartwells “The Creative Kitchen for Schools” and all meals are cooked on site. All orders should be placed directly with Chartwells “The Creative Kitchen” via their website [www.dorset.mealselector.co.uk](http://www.dorset.mealselector.co.uk)

c) Hot school meal, provided by school (free school meal).

If you receive any of the following you may be eligible to apply for free school meals:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and you have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (if you apply on or after 1<sup>st</sup> April 2018 your household income must be less than £7,400 a year, after tax, and not including any benefits you get)

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31<sup>st</sup> March 2022.

For full details please see [www.dorsetforyou.com](http://www.dorsetforyou.com) Applications for free school meals should be made directly by phoning Dorset County Council on 01305 221000. Once you have received the letter confirming that your child is eligible for free school meals they must be ordered via "The Creative Kitchen".

## Travelling to School

### Walking

The majority of children walk to school and use the two entrances which are on the Blandford Road or on Wimborne Road. Please regularly discuss safe and appropriate conduct with your child if they intend to walk to school each day.

### Car

If you intend to drive your children to school please exercise great care and caution in the school car park.

### Cycling

Children can cycle or ride a scooter to school. Children must comply with the Highway Code and parents are asked to ensure that cycles are in a roadworthy condition and fitted with the necessary lights. Pupils **must wear a cycle helmet** if they wish to ride to school.

Parents will be contacted if their child's behaviour or equipment is not considered safe to ride to and from school. All bicycles should be locked in the cycle storage area provided. The school cannot accept responsibility for any damage or loss.

### Bus

Children who have to use the bus will receive details of times and picking up places. We have a well organised procedure at the end of the day to ensure that each child catches the right bus home.

Parents are asked to impress on their children that they should be seated and behave quietly and sensibly on the buses at all times. Those pupils who distract the driver or indulge in anti-social behaviour will be punished using the School Behaviour Policy. The bus operators can, of course, refuse to carry persistent offenders to and from school.

In the event of a bus breaking down, while travelling to or from school, we ask that the children stay with the vehicle until a replacement has been sent out.

If a bus fails to arrive in the morning for whatever reason and children have returned home, some parents may decide to bring them to school in their car. The policy of the County Transport Section is that if a bus fails to pick up children in the morning then it will not be at the school at 3.15 pm. Therefore, parents who bring in children in the morning will be expected to collect them at the end of school.

## Leaving School Premises

Pupils are **NOT** allowed to leave the school during the day unless we have your specific permission in writing. If your child does need to leave the school, for example to go to the doctor or dentist, they must have a note beforehand and should be collected from the school office by an adult.

## Emergency Closure of School

From time to time, especially during the winter, situations arise which make it necessary to close the school. We will remain open and continue to operate whenever possible, provided that staff and pupils are not exposed to unacceptable conditions. Should we have to close, detailed information will be provided on the local authority website, local radio stations, including Heart FM and the school website. In addition to this a message will be left on the school information phone line 01202 642760

[www.lockyersmid.dorset.sch.uk](http://www.lockyersmid.dorset.sch.uk) [http://www.mapping.dorsetforyou.com/closed\\_services](http://www.mapping.dorsetforyou.com/closed_services)

## Child Employment

Parents and pupils are reminded that the type of part-time job that pupils of compulsory school age may take and the hours they work are strictly controlled by the law.

Any child who has a job should have a work permit issued by the County Council. Before granting a permit, the council makes sure that the job will not interfere with the pupil's education or health and that it satisfies the legal requirements. Breaking the law may lead to legal proceedings.

Particular attention is drawn to the legal condition that no child may have a job before his or her 13<sup>th</sup> birthday.

For further information please contact the Education Social Worker or Dorset County Council on 01305 251000.



## Safeguarding Children

Our first priority is your child's welfare and we will usually discuss any concerns we might have about your child with you. There might be occasions, however, when we have to provide information to or consult other agencies such as Social Care and Health before we contact you. Our responsibility to do so is determined by Bournemouth, Dorset and Poole Inter-Agency Child Protection Procedures. If you wish to know more about these procedures, please speak to the Headteacher or a member of SLT (the Senior Leadership Team) who can discuss the school's policy on safeguarding children.

## Use of the Internet and Social Networking

We are committed to ensuring that our pupils are taught how to use the internet safely and that they are aware of the associated risks. The school has adopted a Social Networking Policy and ask that parents support the school in ensuring that their child uses the internet responsibly at all times. Can we remind you that some social networking sites are not to be used by children under the age of 13.

# School Term and Holiday Dates 2019-2020

## Autumn Term 2019

<b>Staff Training Days</b>	Monday 2nd September Tuesday 3rd September
First Day of Term	Wednesday 4th September
Half Term Holiday	Monday 28th October – Friday 1st November
<b>Staff Training Day</b>	Monday 4th November
Pupils Return	Tuesday 5th November
Last Day of Term	Friday 20th December

## Spring Term 2020

<b>Staff Training Day</b>	Monday 6th January
First Day of Term	Tuesday 7th January
Half Term Holiday	Monday 17th – Friday 21st February
Pupils Return	Monday 24th February
Last Day of Term	Friday 3rd April

## Summer Term 2020

First Day of Term	Monday 20th April
May Day Holiday	Friday 8th May
Half Term Holiday	Monday 25th May – Friday 29th May
Pupils Return	Monday 1st June
Last Day of Term	Friday 17th July
<b>Staff Training Day</b>	Monday 20th July