

# Lockyer's Middle School

## New Parent Information Pack



# Welcome to our school

*'With ambition as our guide, we believe every child deserves an education that empowers them to reach their full potential and strive for a brighter future.'*



Headteacher: Miss Antonia Dufek

Deputy Headteacher: Mr. Thomas Mockridge

Chair of the  
Academy Committee: Mrs. Sarah Lynch

# 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 450 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. In February 2023 Wimborne Academy Trust formed a new partnership with Minerva Learning Trust to become Initio Learning Trust.

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 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.

Our dedicated practical classrooms include two science laboratories, an art room, food technology room, design and technology room, textiles room, computing suite, two halls (one for sports and the other equipped with a stage), a library and a large music block.

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.

# Our School Values and Curriculum Drivers



During the 2021-2022 school year, we reviewed our aims to become our values and curriculum drivers. These drive our commitment to everybody achieving the best possible outcomes for themselves, engaging with learning, valuing the role that we each play and taking pride in our school. We are all committed to collaboration to achieve excellence.

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.



**Ambition** - All of our pupils and staff are encouraged to have ambitious aspirations and to have the mindset that everything is possible with hard work and a positive attitude. For pupils, this may centre on achieving high results, but may also include ambitions in the arts, design and technology or sports. We are laying the foundation for future greatness by appreciating each person's ambitions.

**Courage** - We value courage because we know that change can be difficult and it takes courage to try new things. It takes courage to do the right thing and stand by your principles. Courage is required at every level, from the moment you start your first day of school, to joining your first club and working hard to your last day of school. We value our pupils and staff who have the courage to step out of their comfort zones and persevere in the pursuit of excellence.

**Respect** - We value respect because healthy connections with others are the foundation of success in life. Staff and pupils are taught to treat themselves with the utmost respect and to recognise their importance as individuals. Respect for others, their similarities and differences, is something else we value. Being successful in school and in life requires respect for oneself and others.

# The School Day

The school day starts at 8.45 am and finishes at 3.15 pm. There are four 50-minute lessons and one 55-minute lesson per day as well as 50 minutes of dedicated reading split between the start and end of the 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, 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, the SEND coordinator and two Lead Practitioners.

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 taught in mixed ability groups. 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 PSHCE (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. Parents or carers who wish to exercise this right are invited to discuss the nature of their concern with the PSHCE lead so that any misunderstandings about the nature of the sex education provided by the school can be resolved. Further to these discussions, if a parent or carer would still like to withdraw their child from RSE lessons, they should request this in writing to the Headteacher. 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. Currently these are provided by Absolute Music. Children are taught individually or in small groups. Fees are paid directly to Absolute Music. The school office is able to provide details of all lessons offered.

# 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, and 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, daily homework will be set; it is expected that our Key Stage 3 pupils will spend approximately 40 minutes a night completing their homework.

Key Stage 3 homework covers a wider range of curriculum subjects to prepare them for the transition to upper school.

In Years 5 and 6, we use a reading scheme called Accelerated Reader. This allows the children to take an initial 'Star' Test which provides them with a personalised number and enables them to select appropriate reading books for their ability. Once they have read their chosen book, they take a quiz on it and can gain awards and rewards alongside personal praise. Although pupils can only quiz during school hours, we do expect them to continue reading at home. Building on this foundation, in Years 7 and 8, we transition to Sparx Reader for reading and quizzes, creating a seamless progression into upper school.

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.

# Special Educational Needs and Disabilities



*We believe in fostering the ambitions of all.*

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 additional support such as individualised resources or through careful scaffolding 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

# Bullying



*You have the right to be protected from any form of physical or emotional hurt and mistreatment.*

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.

# Extra-Curricular Activities

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

A clubs list is produced each term and you can register your child for their chosen clubs via the Arbor portal or app. All clubs begin in the second week of a new term.



## Celebrating Achievement

Fostering our core values and ethos, we have a house system where children are placed into Corfe, Hengistbury, Jurassic, or Brownsea. Siblings are always kept together in the same house.

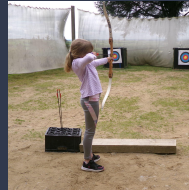
We encourage achievement through our 'Merit' system. Pupils enjoy collecting Merits and then using them to access fantastic rewards, including activities like baking, Mario Kart, sports afternoons, and outings to a local coffee shop or the skate park, among other exciting options

# 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 usually include:

- Y6 - Adventure Okehampton
- Y8 - Buddens Activity Centre



# 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.

# Partnership with Parents



*All adults respect children by always doing what's best for them.*

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 now have the Arbor Parent Portal App, which can be downloaded to your smartphone. Here you can access your child's school-related daily information.

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 point of contact. Please endeavour to keep us informed of any circumstances which may affect your child's learning.



# Friends of Lockyer's



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.

Click [here](#) to see what our Friends are currently up to.

# 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 their 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 will be sent home via our Arbor email system. They are also available on our website [here](#).

## 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.

# Food

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.**

There are three alternatives available to your child:

1. Packed lunch
2. 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 [here](#)

3. Hot school meal, provided by school (free school meal). Please click [here](#) for eligibility criteria.

# 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, parents will be required to complete a parental agreement for school to administer prescribed/non-prescribed medicine and deliver it to the school office with the medication. Click [here](#) to download the form.

All medication must be in its original packaging labelled with your child's name and class.

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.

# 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 hand-writing pen (blue ink, not a biro)
- ✓ pink, green and purple pen
- ✓ a pencil case
- ✓ a 30cm ruler
- ✓ pencil
- ✓ an eraser
- ✓ a glue stick
- ✓ pencil crayons (optional)
- ✓ Protractor (optional)
- ✓ Calculator (optional)

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

We provide a "Kit Shop" in school, selling all standard items of stationery at very reasonable prices.

Please ensure all items are clearly labelled.

# Personal Items



Certain items should not be brought into school including: large sums of money, tablets, smart watches, e-readers, toys and games consoles. Fitbits/fitness trackers may be worn as long they have no messaging or camera facility.

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.

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. The school can accept no responsibility for loss or damage to pupils' mobile phones that have not been handed in.

# 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.

For the full up-to-date guidance on our school uniform, please click [here](#)

Our school uniform and sports clothing is stocked by Bartletts Schoolwear of East Street, Wimborne. They are the sole supplier of our school sweatshirt, tie, and school-specific P.E clothing.

Please visit Bartletts' website here [here](#) for more information.

**Please ensure all items are labelled.**



# 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.

# 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. Information on how to apply can be found on our website [here](#). 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.

# 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. Through our school values, 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 ['Policies'](#) section.



## Safeguarding

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.

# 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 9.00 am (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@lockyersmiddle.org** 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.

## 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 School Closure

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.

# Attendance

## Holidays and leave of absence 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.**

# 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 their 13<sup>th</sup> birthday, except children involved in areas like television, theatre or modelling. Children working in these areas will need a [Performance Licence](#)

For further information on the Dorset Council website, please click [here](#)

# The Internet and Social Media

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 an [Online Safety Policy](#) and asks that parents support the school in ensuring that their child uses the internet responsibly at all times.

There is further information on the most commonly-used social media platforms on our [website](#)

**Can we remind you that most social networking sites are not to be used by children under the age of 13.**

# Contact Us

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 email or phone to make an appointment to ensure that the member of staff you wish to talk to is available to meet you.



office@lockyersmiddle.org



01202 692779



@Lockyers\_Middle



LockyersMiddleSchool

Please visit school website, which contains many details about life in school. In particular, newsletters, term dates and school policies.

[www.lockyersmiddle.org](http://www.lockyersmiddle.org)



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.