



The Lanes
PRIMARY SCHOOL

“Dream it, Believe it, Achieve it”

School Prospectus

<http://www.thelanes.notts.sch.uk>

The Lanes Primary School, Chilwell, Nottingham

Meadow Lane Site NG9 5AA

Cator Lane Site NG9 4BB

Head Teacher: Mrs Joanne Revill

Deputy Head Teachers: Mrs Michaela Brown & Miss Anna Hodkin

Assistant Head Teacher - Mrs Leah Wignell

Telephone: Meadow Lane Site: 0115 9190644 Cator Lane Site: 0115 9138558

Email: office@thelanes.notts.sch.uk

Website: www.thelanes.notts.sch.uk

Chair of Governing Body: Mr Andrew Barker

Email: governors@thelanes.notts.sch.uk

The Lanes is a County Primary Co-educational day school for children aged 5 – 11 years.

The Lanes Primary School is a member of the Chilwell Family of Schools which includes;

- John Clifford Primary School
- The Trent-Rylands Federation (Trent Vale Infant School and Beeston Rylands Junior School)
- Chilwell School

SESSION TIMES – MEADOW LANE SITE	SESSION TIMES – CATOR LANE SITE
RECEPTION: Morning: 8.55 am – 12.00 noon Afternoon: 1.00 pm – 3.10 pm	YEAR 2: Morning: 8.55 – 12.00 noon Afternoon: 1.00 pm – 3.20 pm
YEAR 1: Morning: 8.55 am – 12.00 pm Afternoon: 1.00 pm – 3.15 pm	YEAR 3 & 4: Morning: 8.55 – 12.00 noon Afternoon: 1.00 pm – 3.20 pm
	YEAR 5 & 6: Morning: 8.55 – 12.30 pm Afternoon: 1.30 pm – 3.30 pm



Welcome to The Lanes Primary School.

Thank you so much for choosing our school for your child. This prospectus aims to provide you with a variety of information. If, having read the prospectus, you have any other questions, queries or would like to talk to us personally, please contact us. New parents are always welcome to visit. Please telephone to make an appointment.

We are a welcoming, caring school. We believe that children learn most effectively in a secure, enriching environment. We aim to work closely with parents, governors and the community to achieve this end.

The Lanes Primary School Mission Statement

“Dream it, Believe it, Achieve it”

At The Lanes Primary School we are dedicated and committed to developing an outstanding learning experience for all our children.

We are committed to:

- Developing outstanding teaching and learning
- Having the highest expectations of all our pupils and knowing our children well.
- Challenging all children to strive for academic, creative, sporting and personal accomplishment within a broad, vibrant and enriched curriculum.
- Developing a truly inclusive school, where all children can flourish whatever their background, abilities, religion, gender or beliefs.
- Celebrating achievement in all areas, valuing academic, creative, sporting and personal development equally.
- Fostering an ethos of respect and empathy
- Instilling a lifelong love of learning and a strong grounding for future success.
- Ensuring that children feel secure and happy.

We celebrate perseverance; resilience and risk taking, ensuring children welcome challenge and are not frightened to make mistakes. We encourage children to take ownership of and responsibility for their learning, so they have the confidence and curiosity to ask questions, solve problems and respond to quality feedback. Children are praised for hard work, determination and having a positive attitude. We encourage the children to be proud of the school and their achievements in all areas of the curriculum. We foster open and honest communication with parents and actively seek to engage with all members of the community in a positive and collaborative manner.

Our School motto is ‘**Dream it, Believe it, Achieve it.**’

Our school values are : **Democracy, Honesty, Friendship, Resilience, Positivity, Pride, Kindness, Happiness, Determination, Responsibility, Respect, Teamwork.**



Class Organisation

The school is organised into 21 classes over two sites. Foundation and Year 1 children are taught at the Meadow Lane site, while children in Years 2 - 6 are taught at the Cator Lane site.

School Staff and Responsibilities

Teaching Staff 2023/24

<u>Names</u>	<u>Position, Year Group and Responsibility</u>
Mrs J Revill	Head Teacher
Mrs M Brown	Deputy Head Teacher and SENCo
Miss A Hodkin	Deputy Head Teacher
Mrs M Caldwell Mrs R Verey (job share)	Reception
Mrs R Darke Mrs J Johnston (job share)	Reception and Foundation Stage Lead Reception
Mrs A Olson	Reception
Miss S Buckley Mrs Gail Roy (job share)	Year 1
Mrs E Holyland	Year 1
Mrs K Tasker	Year 1
Miss H Clarke	Year 2
Mrs R Roberts	Year 2
Mr D White	Year 2
Mrs L Wignell (2 days in class) Miss F Jowett (job share)	Year 3 Assistant Head Teacher Year 3
Mr M Nunez	Year 3
Mr T Grain	Year 3
Mr C Dale	Year 4
Miss N Williams	Year 4
Miss N Mahmood	Year 4
Mrs C Hickman (job share) Mrs L Day (job share)	Year 5
Miss C Hodkin	Year 5

Mrs C Taylor	Year 5
Mr P Wilkins	Year 6
Ms T Malone (job share) Miss L Strickland	Year 6
Mr C Cudworth	Year 6
Miss R Howe	Outdoor Learning Teacher

Non-Teaching Staff

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Mrs L Ireland	Senior Higher-Level Teaching Assistant	Mrs C Martin	Teaching Assistant
Miss A Shepherd	Teaching Assistant	Mrs H Horsburgh	Teaching Assistant
Mrs T Daisley	Teaching Assistant	Mrs B Butcher	Teaching Assistant
Mrs H Carré	Teaching Assistant	Mr M Butler	Teaching Assistant
Mrs C Green	Teaching Assistant	Miss L Gosling	Teaching Assistant
Miss A Cook	Teaching Assistant	Ms S Ashmore	Teaching Assistant
Miss N Wagstaff	Teaching Assistant	Mrs L Sormaz	Teaching Assistant
Mrs V Aikens	Teaching Assistant	Mrs M Monaghan	Teaching Assistant
Mrs J Smith	Teaching Assistant	Miss P Miles	Teaching Assistant
Miss P Nelson	Teaching Assistant	Mrs R Kaur	Teaching Assistant (maternity leave)

Mrs J Colton	School Business Manager	Ms J Gosling	Office & Premises Manager
Mrs K Couchman	Administrator – Pupils and Personnel	Mrs S Jones	Clerical Assistant
Mr D Norman	Caretaker	Mr P Boyd	Caretaker
Mrs A Smith	Cook Supervisor	Ms J Monger	Cook Supervisor
Miss D Turner	Assistant Cook	Miss L Marks	Assistant Cook
Mrs D McAree	Kitchen Assistant	Ms C Sellars	Kitchen Assistant

Play Leaders/Midday Supervisors

Miss A Shepherd -Senior	Mrs J Etchells	Mrs E Harrison - Senior	Mrs S McShane
Mrs C Parkin	Mrs M Bunka	Mrs R Brown	Mrs C Bartle
Miss T Wynne	Mrs M Bamford	Mrs M Pickwell	Miss S Griffin
Mrs S Mizsei	Mrs H Bowen	Mrs A Bird	Miss K Young
Mrs G Bosworth	Mrs C Knowles	Mrs M Johnson	Mrs H McGarrigle
Mrs R Hillier	Miss L Green	Mrs D Gashi	Mrs L Hasted
Mr P Boyd	Miss Z Sharp	Miss L Dainty	Mrs S Tabassum
Mrs G Chan	Mrs T Dervish	Miss L Green	

School Governors

The governing body are a diverse and enthusiastic team of people from the school and local community including teachers, parents, governors elected for a specific skill (co-opted) and local authority governors (elected by the body that is responsible for maintaining the school).

Together with the pupils and staff, we set the aims and objectives for the school, develop policies and targets to achieve those objectives and monitor and evaluate progress of the school towards these objectives.

As well as the full governing body meetings, there are two committees which governors sit on. These are the Pupils, Standards and Strategy (PSS) and Finance Personnel and Premises (PSS) committees.

School Meals

Your child can choose to have a packed lunch brought from home or a school dinner made on the premises. This is provided by Nottinghamshire County Council and we have our own kitchen to cook our meals on site. The menus are carefully planned on a three-week cycle and are nutritionally healthy and well balanced. (Copies available on the website) **It is important that you inform us of any dietary requirements before your child starts school. A form must be completed and notification of any allergies must be signed off by a doctor. We will not be able to provide your child with a school meal until this form and authorisation is complete.** We do encourage your child to try new foods, although there is no undue pressure put upon your child. Children who have a school meal are also given a drink of water. Children are also able to stay and have a packed lunch at dinnertime. Please ensure that the contents are well balanced – no sweets or fizzy drinks are allowed. Please see our Healthy Lunchbox Policy for further information (copy on the website.)

All Reception, Year 1 and Year 2 children are entitled to a Universal Free School Meal.

From Year 3 to Year 6 payment for school meals can be made online via sQuid – further details including log-on information will be sent home during the first two weeks of the Autumn Term. We also accept cash or cheque payments. The cost of a meal is £2.60.

A reminder that if you believe you may qualify for Free School Meals because you are in receipt of one of the benefits listed below please visit <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk> where you can apply online or telephone 0300 500 8080

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit Run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Even though a school meal can be provided for every infant child, it is important to check if you qualify for a free meal based on the criteria above because you will be entitled to **other benefits** such as free school activities, visits, help with uniform etc.

Drinks and Snacks

We encourage all children to bring a bottle of fresh water to school daily.

This is to ensure the children are well hydrated. We also ask that this is a sports top bottle and not a screw top as these are easily spilt. Please ensure the water bottle is clearly named and that it contains only water. **No fizzy drinks, squash or flavoured water are allowed.**



School Milk & Fruit Scheme -Reception and KS1 Only

School milk is free for **all under-fives** under the government milk scheme. Parent(s)/carer(s) will need to register with 'Cool Milk' at www.coolmilk.com for your child to access their entitlement. Once your child reaches five you will need to pay for your milk at a cost of approximately £18 per term. Children who are entitled to free school meals continue to receive milk free of charge after their 5th birthday.

All children in Reception, Year 1 and Year 2 are offered a piece of fresh fruit daily. This is part of the Free Fruit for Schools Scheme.

School Uniform

We have a uniform in school and the details of the items can be found below. Items can be brought from 'TGR Embroidery' on Attenborough Lane, 'Morleys' on Bramcote Avenue, Chilwell.

Grey / black skirt, pinafore dress, trousers & shorts
White shirt or polo shirt
Blue cardigan, jumper or sweatshirt
Blue and white checked summer dress
Black shoes – no trainers

Book bags are also available for home reading

PE Kit

Plain white/blue T shirts, black shorts, plimsolls and trainers, tracksuit bottoms, fleece top/sweatshirt. PE kit should be kept at school in a named drawstring bag.

Long hair should be tied back. Jewellery should not be worn in school at any time. Earrings are not permitted to be worn for PE. We request that these are removed at home on PE days as staff are not allowed to remove earrings. **If your child is wearing earrings they will not be allowed to participate in PE sessions.**

Medical injuries/ Sickness/ Medicines

Minor cuts/ bruises and other injuries will be dealt with as necessary by a member of staff. The Midday Supervisors will also deal with such incidents should they happen during the lunch time. All staff are trained in First aid and hold certificates in paediatric first aid or basic first aid.

It is the school's policy that parent(s)/carer(s) are notified by letter as a matter of routine if children are involved in any accident which involves the head, eyes, bones or broken or bruised skin.
Any child who has been sick must be kept off school for a minimum of 48 hours since the last bout of sickness.

In the case of more serious injury or illness, parent(s)/carer(s) will be contacted and asked to collect the child from school. If on the rare occasion an ambulance is required, we will contact parent(s)/carer(s) immediately as we send for one.

Medical Appointments

We ask that wherever possible appointments are made **out of school hours**, as repeated absences do cause disruption to your child's education.

If however, parent(s)/carer(s) need to make a medical appointment for their child and therefore are likely to be late to school, we would ask that parent(s)/carer(s) notify the school office so that the correct information can be added into the school register.

If your child has an appointment during the school day, please notify the school by letter or telephone. Parent(s)/carer(s) will be asked to ensure that their child has been 'signed out' by a member of the office staff.

Health Services

The school works very closely with the School Health Team. In co-operation with the school and consent from parents, health checks may be carried out by the School Health Team.

In the case of allergies parent(s)/carer(s) will be required to provide the school with a detailed outline of the child's allergies. In such cases a care plan will be drawn up and will be located in prominent places for all staff to see, including the staff handbook. All parent(s)/carer(s) are kindly reminded to ensure all medical information is completed carefully on your child's school documents on joining us and updated regularly as appropriate.

Head Lice

Head lice can be a common problem from time to time, therefore we do ask that parent(s)/carer(s) check their child's hair on a regular basis (a nit comb is a worthwhile purchase for this) and treat the hair immediately if necessary. If you are unsure of how to check for or treat head lice, we do have information that will be able to help and advise you. If head lice are found, your child will be sent home for treatment, although once treatment has been undertaken, your child can return to school straight away. Long hair should be tied back during school as a preventative measure.

Pastoral Care

All members of the school staff are involved in the welfare of all children. They are well aware of the stresses and difficulties which can be experienced by young children. Staff soon notice when they are unwell, worried or have problems that need investigation. We offer a nurturing service for pupils who may have experienced a traumatic event in their life.

The staff also appreciate the fact that parent(s)/carer(s) are concerned about their children and do ask that the school is contacted and informed of any problems should they arise. Most difficulties can be resolved quite quickly and easily.

Behaviour Policy – please also refer to the school behaviour policy which will be available on the school website

The staff at The Lanes recognise the importance of good behaviour in ensuring successful community life and positive attitudes to learning. We believe in a positive and consistent approach to behaviour management which encourages high standards of behaviour, respect for others, and emphasises the need to work together harmoniously. For any school to function smoothly and successfully, it is essential that everyone becomes aware of their rights and responsibilities, both as individuals and as members of that community.

It is widely acknowledged that children's 'self-esteem' or view of their own value to a group is a major factor in determining behaviour patterns. Children who do not feel valued, valuable and fulfilled are more likely to underachieve or to exhibit challenging modes of behaviour than those who are secure, settled and comfortable about themselves. This belief underpins all our work with the children. Through our work in RSHE we try to maintain positive relationships and communicate a clear set of expectations and values. In this way children will begin to recognise that, he or she is a unique individual with valuable contributions to make. There will almost inevitably be occasions when children exhibiting unacceptable behaviour have to be admonished, but emphasis is always placed on discouraging the behaviour pattern rather than criticising the child as an individual. Children are given every possible opportunity to experience success in as many aspects of school life as possible - it is much easier to develop a positive self-image if this can be achieved.

Anti-Bullying – please also refer to our anti-bullying policy which will be available on the school website

The school's definition of bullying is any regular action or comment which causes unhappiness to another person. All reported bullying will be thoroughly investigated and dealt with very seriously.

Attendance

Regular attendance is vital for achievement in school and therefore we monitor attendance rigorously.

We do not permit holidays to be taken during term time except under exceptional circumstances and with written approval from the head teacher; this includes family days out. Any such absence will be recorded as unauthorised and may result in a fine between £60 and £120. Please contact the headteacher if you require further guidance about this matter.

Please contact the school as soon as possible if your child is ill. *If a child is not in school by 9.30am and we haven't had a message then we may contact you by telephone to seek an explanation for your child's absence from school.*

Finally, if for any reason you need to attend an appointment with your child during the school day please ensure that you inform the office staff so that your child can be signed in or out.

Parent(s)/carer(s) are required by law to ensure that their children attend all school sessions.

Home/School Partnership

The partnership between the child, parent(s)/carer(s) and school is one which we consider being of the utmost importance, and it is our aim as a school to develop and strengthen these links. This is seen as a continuous process. There is a home/ School agreement which is offered to every child and parent for their signatures. Staff are always very willing to meet individual parent(s)/carer(s) at any time agreed to give advice on ways in which help can be given.

Parent(s)/carer(s)/carers are always very welcome in the school and any involvement whether on a regular or occasional basis is very much encouraged and appreciated.

This support can include:

Hearing reading as a literacy volunteer

Helping on trips and in class

Preparation for parties and fun days

There are many events throughout the year which all parent(s)/carer(s) are invited to attend.

Parent Fundraising Group – The Lanes Fundraising Group

This group's main function is to raise funds to support the work of the school. All parent(s)/carer(s) are automatically members and are encouraged to take an active role in supporting the committees and the events.

Curriculum

We strongly believe in ensuring that all of our children are surrounded by a rich, stimulating environment with a broad and balanced skill based curriculum. All of our children are valued as individuals and we encourage each child to reach his/ her full potential.

We encourage all of our children to be the best that they can be.

The Reception children follow the framework for the Early Years Foundation Stage and will be assessed continuously using the Early Years Foundation Stage Profile over the year. This is carried out through observations of structured play, conversations and child and adult initiated activities.

The children in Reception are taught within the 7 areas of learning as detailed below:

Prime areas:

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts & Design

More detailed information will be provided for parent(s)/carer(s) by the Early Years Foundation Stage Team during the Induction welcome meeting.

In years 1 - 6, the children follow the National Curriculum which consists of the following subjects;

The core subjects:

Literacy
Numeracy
Science
Computer Science

The foundation subjects:

Art
Design and Technology
History
Geography
Music
Religious Education
Physical Education
PSHE (Physical, Social and Health Education)
MFL (French)





The foundation subjects are not taught in isolation from each other but in a creative cross curricular way in which key skills drive the objectives and desired outcomes. Children are immersed in fun, practical activities which allow for different learning styles and interests to flourish with opportunities for sustained work and personalised learning. Parent(s)/carer(s) will be notified through the curriculum leaflet on the focus topic for each half term; so that the children can research and plan for their learning in advance.

All planning is differentiated to meet the needs of all the children. Classes are also well supported by the excellent teaching assistants within the school.

The school greatly believes in the positive effect that outdoor learning experiences bring to the children and therefore children are involved in a range of educational visits and trips to support their learning within real life contexts.

Parent(s)/carer(s) may be asked for a voluntary contribution towards the cost of a specific excursion. When organising school visits we comply with the Local Authority's charging policy which means that we can only ask for voluntary contributions towards the cost of any visit. The amount is kept to a minimum but children whose parents feel unable to make a contribution will still be able to take part. However, should the outing be seriously underfunded, then it would sadly have to be cancelled.

The governing body has adopted the Nottinghamshire Education Authority's standard charging and remissions policy for schools. A copy of this is available on the website or in school.

Visitors, theatre groups, artists etc also regularly work in the school.

Sex education - This is not taught as a separate subject but is in accordance with the guidelines issued by Nottinghamshire Education Authority and approved by the Governing body. It is taught within our PSHE curriculum in the summer term each year.

Religious Education – The school is not affiliated with any particular religious denomination. The teaching of Religious Education is based upon the Religious Education syllabus agreed by the Nottinghamshire Education Authority.

The school will make arrangements for pupils whose parents request that they should be withdrawn from religious worship or instruction.

Assemblies

Assemblies/collective worship take place on a daily basis at The Lanes at both sites.

The children are offered a range of experiences from storytelling, drama and role play, collective singing and community visitors. Should parent(s)/carer(s) wish their child to be withdrawn from this part of the assembly, they will be required to notify the school in writing.

Over the year the children will be involved in a range of concerts: Harvest Festival, Christmas productions, and summer leavers' concert. There are special Celebration assemblies held in school every week. This is where children's academic and personal achievements are celebrated with the whole school community.

School Reports/ Pupil Progress

The school considers it of vital importance that parent(s)/carer(s) receive regular updates both about the type of work that their children are doing and the progress that they are making.

Parent(s)/carer(s) are offered a range of formal and informal opportunities to enable them to keep up to date with their child's development including:

- Parent/ teacher reading diaries
- Termly targets and assessments
- Termly progress reports
- End of year annual report received in July
- Celebration evening in July
- At least one curriculum event during the year on a focussed area of learning

Newsletters, curriculum leaflets, theme days, concerts and curriculum information meetings all help parent(s)/carer(s) to gain a greater insight into the work of the school in general and in particular that of their child.

All children's progress is monitored continuously and in cases where there is a concern, this will be discussed with parent(s)/carer(s) and action agreed. Parent(s)/carer(s) who have concerns are asked to notify the class teacher or the Head so that a meeting can be arranged.

School and Local Authority Policies

The school has a very comprehensive range of policies and guidance which have been developed and adopted by the Governing Body of the school. It is not possible to reproduce all of the policies for the purpose of this prospectus, but the following information may be of interest. Parent(s)/carer(s) are very welcome to come into school and view the policies at any time.

School Security

The Governors are conscious of their responsibilities regarding security. The Governors receive regular reports and formally inspect the premises at least once a year, and more often if required. Advice is sought from appropriate bodies such as the Local Authority, fire and police services. External doors are kept locked throughout the day and visitors may only gain access to the building through the front intercom entrance. Anyone working within the school building must sign in and wear an identity badge so as to be easily recognisable.

Child Protection

Parent(s)/carer(s) should be aware that the school is required to take any reasonable action to ensure the safety of all its children. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Head teacher is obliged to follow the Child Protection procedures established by the Nottinghamshire Safeguarding Board and also inform the Social Services of the concern.

Equal Opportunities

The Lanes Primary School is fully committed to equal opportunities for all in accordance with Nottinghamshire County Council Guidelines. The Governing Body ensures that all children and employees are treated fairly and equally, regardless of disability, sex, marital status, race, colour, creed and ethnic or national origin.

Pupils with Disabilities

The school has a detailed Accessibility plan, Inclusion policy and Disability Equality Scheme which includes the access and provision for children, staff and regular visitors with disabilities. This plan ensures that provision is in place and planned ready for the adult/child on admission to school and that the facilities and support required are appropriate for that individual. Any adult/child in school with a disability will be catered for and treated equally and inclusively as outlined in the Equal Opportunities Policy and Special Educational Needs Policy.

Data Protection (Privacy Notice)

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We 'The Lanes Primary School' are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from any previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Give the best possible service,
- Provide statutory services (e.g. assessment for free school meals eligibility),
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

What information is collected?

Information that may be collected includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If you / your child are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you / your child have undertaken.

Who may my / my family's information be shared with?

We will not give information about you or your family to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your / your child's information to Nottinghamshire County Council and the Department for Education (DfE). Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT),
- Police forces,
- Provider of youth support services in your area,
- Other local authorities if you live in their area,
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

Access to Regulations

Parent(s)/carer(s) wishing to see documents relating to educational procedures should contact the Head teacher. All policies, schemes of work and termly planning are available in school. Please make an appointment to view them with the Head.

The Lanes Primary School Admissions Procedure

The planned admissions level (PAN) for our Reception classes is 90. We admit all children into school in September which is in line with Nottinghamshire County Council Admissions procedure. The Reception children have a phased start in September; this enables the children and staff to make positive relationships and for children to be introduced gently to daily routines.

There is a co-ordinated scheme for admission to Primary Schools which is run by Nottinghamshire County Council. It is a requirement that parent(s)/carer(s)/carers apply directly to their local County Council for a place.

The Lanes Primary School works closely with our feeder pre-schools and schools to ensure that the transition process runs smoothly and that the children feel safe and secure in their new school.

If you are undecided about your choice of school, try to visit us with your child. This is always the best way to make the right choice for such an important decision in your child's life.

The Lanes Primary School operates an open-door policy for parents and carers. By this we mean that families are welcomed into the school to play an active part in school life. If you are considering our school for your child, please telephone us to arrange a visit and we will be happy to show you around.

In Year admissions

Should your child already be in full time education and you are looking to move him/her to The Lanes Primary School, it is a requirement that parents/carers apply directly to the local County Council.

Transfer to Secondary School

The children in Year 6 leave our school in July each year when they will transfer to Secondary School in September; this is usually Chilwell School (our feeder secondary school). The same admission arrangements apply to secondary schools as previously outlined.

The Lanes Primary School works closely with all secondary schools to ensure that the transition from Year 6 to 7 runs smoothly and that the children feel safe and secure in their new school.

For further information regarding admissions please refer to 'Nottinghamshire County Council – Admissions to School – Guide for Parents 2019-2020. This can be accessed at <http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place> or on the school website www.thelanes.notts.sch.uk under 'Key Information/Admissions'
A copy is also kept in school.

Complaints Procedure

If parent(s)/carer(s) have a complaint about their child's schooling the following procedure should be followed:

1. If the matter can be dealt with by the Class Teacher it is appropriate that they are consulted first. If the matter is not resolved, then the Head Teacher should be informed.
2. If the matter is of a more serious nature, then the Head Teacher should be notified so that the problem can be resolved as soon as possible.
3. The person making the complaint may request a copy of the Local Authority's policy on this matter.

We hope that you and your child will be extremely happy at The Lanes Primary School and we very much look forward to working with you. Please visit our website www.thelanes.notts.sch.uk for further information including the school holiday dates, letters, photographs and policies.

Disclaimer -The information given in this booklet relates to the school year 2023-24 and was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this booklet or in any particular part of them before the start of the school year 2023-24 or in any subsequent years.

