



# VILLAGE PRIMARY ACADEMY

Prospectus  
2024-2025



## School Contact Details

**Executive Principal: Mrs E Luff**  
**Village Primary Academy**  
**155 Village Street**  
**Normanton**  
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## WELCOME TO VILLAGE PRIMARY ACADEMY

Village Primary Academy is part of the Harmony Trust - an Academy trust which is based in Oldham. There are now 9 schools in Derby who have formed a Derby Hub for the trust. This collaboration across the city and with the Trust provides successful opportunities for school development and raising the standard of teaching and learning for all our children.

The school was purpose built and opened in 2008 with many 'eco' features and is set in attractive grounds. The new modern building has 21 classrooms, a large hall, library and its own kitchen for making and serving school dinners. There is also a well-equipped Nursery as part of our Foundation Unit. Externally, the school is served by an early years play area, a large school playground with two multi use games areas, a school field, a separate football pitch, wildlife area and pond.

We have close links with local primary and secondary schools and community organisations.

Further information about Harmony Multi Academy Trust can be found at

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

## School Aims

For the children in our school -

1. To enjoy coming to school every day and to achieve all their learning targets.
2. To have a healthy lifestyle now and in the future.
3. To be safe and well cared for at school and at home.
4. To be good citizens and friends and to care for our environment.
5. To keep on learning forever and have a fulfilling and responsible lifestyle.



## Mission Statement

Our Mission is for all children to:

**Believe Achieve Succeed**

Our vision is to provide the best opportunities for our children. This can be done most effectively when staff, parents and children understand their responsibilities and work together towards the same goals:

**T**ogether **E**veryone **A**chieves **M**ore

We promote -

**T**olerance and harmony by learning to appreciate the cultures and beliefs of others.

**E**quality and respect by learning to treat everyone as an equal.

**A**chievement by always working hard so that we achieve our potential.

**M**otivation by always aiming high and wanting to do better.

We want children to:

Develop their  
talents  
& skills in all  
areas

Value themselves  
and relate well  
to others

Choose a healthy  
lifestyle & stay  
safe

Be independent  
lifelong learners



Have essential  
skills in English,  
Maths &  
Computing

Be creative,  
inquisitive and  
resilient

Respect  
themselves  
& each other

Care for their  
local  
& global  
environment

## The Curriculum

A child's primary education spans across three stages within school:

EYFS	ages 3 to 5	Early Years Foundation Stage
Key Stage 1	ages 5 to 7	Years 1 and 2
Key Stage 2	ages 7 to 11	Years 3, 4, 5 and 6

All classes use a mixture of teaching styles and techniques during the week in a variety of groupings.

Children are taught daily lessons of English and Maths, where the level of work is tailored to individual need. A broad and balanced curriculum is planned and taught in a happy and stimulating environment in accordance with National expectations. Computing is readily used and embedded across the whole curriculum.

There are four Core subjects in the National Curriculum which are:

- English
- Mathematics
- Science
- Computing

These four Core subjects are integrated into the curriculum along with Foundation subjects:

Art and Design  
Design and Technology  
History  
Music  
Personal, Social and Health Education and Citizenship  
Physical Education  
Philosophy for Children  
Modern Foreign Language (KS2)

We also teach Religious Education as part of our statutory duties and Sex and Relationships Education.

If you wish your child to be withdrawn from the Religious Education curriculum please put your request in writing to the Principal.

### **Educational Visits**

We regularly take the children on educational visits and parents are asked to make a voluntary contribution towards the cost of these visits. We will write and let you know what times your child is out of school and where they are visiting.

### **Extra Curricular Activities**

We try to provide a range of clubs throughout the year to suit a variety of interests.



## **Communication**

We will keep parents/guardians informed about their child's education. Parents/guardians will receive an annual written report on their child's progress in July. You may consult teachers whenever you require further information or advice. We also hold sessions to explain new school procedures, curriculum approaches or policy changes as well as parent/teacher meetings to discuss your child's progress.

We will keep you updated in the following ways:

- Parents' Forum
- Website
- Emails (please ensure you have given your email to the school office)
- Class Dojo
- Letters

## **Parental Engagement**

Research shows that parents who care about their child's education makes the biggest difference to how they do academically. Being an engaged parent includes listening to your child read every day and reading to your child every day. Bringing your child to school regularly. Talking with the class teacher on a regular basis and attending parents evening. Supporting the schools' disciplinary decisions and attending events to which parents are invited whenever possible.

## **The School Day**

The classroom doors open at 8:40am and close at 8:50am when learning begins. Key stage one and key stage two children attend from 8.50am-3.20pm.

The children have one hour for lunch.

Unaccompanied children must not be on school premises before 8.40am, unless attending our Breakfast Club which starts at 7.30am.

## **Illness & Emergencies/Medicines in School**

Your parent/guardian contact details are kept in school and we will contact you if your child becomes ill. If you are unavailable we will contact the emergency contact person you have nominated. If your child is unwell at home, please do not send them to school. Children cannot return to school within 48 hours of having had sickness and/or diarrhoea. Please ring school on 766492 to inform us if your child is not attending by 9.30 a.m.

No medicine must be brought into school by a child. We follow the Derby City LA guidelines and Code of Practice that informs us that most forms of medication can be prescribed to avoid school time doses. As a general rule, school staff do

not administer medication in school. If your child is recovering from a short-term illness and is undergoing or completing a course of treatment using prescribed medicines, parents may arrange with the office staff to come into school at the appropriate time to administer medication to their child.

The exception to this is for the treatment for asthma, where children need to self-administer a "relieving only" inhaler. A consent form for this needs to be completed, but the inhaler will be stored safely with the class teacher so that immediate access is available when necessary. It is the parent's responsibility to ensure that the inhaler is in date.

Parents/Guardians of children with a medical condition will be asked to complete a healthcare plan and other relevant paperwork.

## **Healthy Eating**

We encourage pupils to eat healthily by offering:

- A healthy choice of midday meal
- Healthy snacks in FS1
- One piece of free fruit each day for pupils from FS2 to Year 2 (National Fruit Scheme)

## **Breakfast Club**

We offer a breakfast club each morning for a small charge. Places need to be booked and paid for in advance on ParentPay.

## **School Meals**

The school meals are cooked in our own kitchen. Menus are available on the website and from the school office. There is always a choice and a vegetarian option is available daily. A school meal costs £2.59 per day or £12.95 per week. Village Primary Academy is a cashless school and all payments should be made via our secure online e-payment system, ParentPay. If you wish, your child can bring a healthy packed lunch.

## **Attendance and Punctuality**

### Absences

Children are expected to attend every day unless there is a good reason not to.

If you know your child is going to be absent eg dental, hospital or clinic appointments, please let the office staff know in advance and provide an appointment card. Please make every effort to book appointments after the school day ends or during the school holidays.

For an illness or unforeseen circumstances please phone to let us know the reason for absence as soon as possible.

### Unauthorised Absences

These are absences for which we do not receive a written explanation or days for which there is not an adequate reason.

We are required by the Government to monitor all absences. Unauthorised absences will require the school to conduct a home visit which may lead to intervention from the Education Welfare Officer.

### Punctuality

We monitor the punctuality of pupils. Our Inclusion Team work closely with the Local Authority Education Welfare Officer to improve levels of attendance and punctuality.

If you know that due to unforeseen circumstances your child will be arriving late at school please telephone the school office to let us know. This is particularly important if you wish to order a school dinner.

### Holidays

Children have 13 weeks holiday every year. In our continuing drive to raise standards, the Trust has agreed that the school will not be able to grant pupil leave in term time.

There is no automatic right to leave during term time, and request for holidays will not be authorised.

Please be advised that parents may incur a Fixed Penalty Notice of between £80 to £160 should holidays be taken. In certain circumstances children may be removed from the school roll and the place allocated to another child on our waiting list.

### **Behaviour**

We believe it is vital that pupils come to school ready to learn. To ensure this happens we use both positive and negative behavior consequences. For more information please refer to the Good Behaviour Protocols document which you will find under Policies on the school website.

## School Uniform

Our school uniform is compulsory and consists of:

- Blue or White shirt (polo shirt accepted)
- Black or grey trousers/shorts/skirts
- School or matching royal blue sweatshirt/ jumper/ cardigan
- Blue/black/dark flat shoes or trainers
- Blue checked summer dresses
- White or grey socks/tights
- Religious headscarves must be dark blue or black, and plain.

Uniform items can be purchased from Andrew Hyde School Uniform. This is an online company.

<https://ahyde.co.uk>

All items of school uniform can also be purchased from local supermarkets.

Please be aware that children are not allowed to wear nail varnish or temporary tattoos in school.



## PE Kit

Children are required to change their clothes for P.E. and need to bring a white T Shirt, a pair of black shorts or leggings, and black tracksuit bottoms for outside PE. They need a pair of pumps [plimsolls] for indoor PE and trainers for outdoor PE. Please supply a bag so that your child can keep these items on their coat peg. Watches and stud earrings (which are the only jewellery allowed in school) must be removed for PE by the child. We are not allowed to tape over childrens' earrings.

**Please name everything.**

The school does not accept any responsibility for any items of clothing, shoes, glasses etc, that are lost by children whilst on the school grounds. All such items are the responsibility of the parent/guardian. All property found in school is taken to the lost property bins by the office and put outside once a week to encourage collection. School wear should be clearly labelled with your child's name.



## **School Policies**

Our school policies are available in school for inspection or from our school website [www.village.theharmonytrust.org](http://www.village.theharmonytrust.org)  
Please contact the office staff for more information.

## **Equality of Opportunity**

We are a school community where everyone is treated fairly and with respect. We want everyone to reach their potential, and we recognize that for some pupils extra support is needed to help them to achieve and be successful. We take our legal duties on equality seriously. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations.

We are required to publish equality information as well as equality objectives, which show how we plan to reduce or remove particular inequalities or disadvantages. This document is reviewed and updated annually.

## **Inclusion**

We believe that every child is a unique and special individual. We have systems to identify when children have difficulties that are affecting their learning and we can then tailor specific interventions, personalising learning to enable pupils to access the whole curriculum.

Work is planned carefully ensuring that it is challenging and differentiated appropriately and the whole-school curriculum is designed to provide exciting and creative learning opportunities.

Where children are identified as needing additional learning or behavioural support, the school adheres to the 2015 SEND Code of Practice. We ensure that each child's needs are individually and appropriately catered for, and that any relevant outside agencies are involved in providing guidance and support.

Through assessments and/or observations a teacher may feel a child needs to be placed on the Special Needs Register. Following discussions with parents/guardians and with support from the Special Education Needs and Disability Coordinator (SENDCo), provision is carefully planned. The SENDCo is responsible for supporting, planning and monitoring interventions and Pupil Profiles. This monitoring is used to ensure systems are effective and impact positively on pupil progress.

Our policy for Special Educational Needs and Disability can be accessed via the school's website.

Village Primary Academy is fully accessible to pupils and parents with disabilities.



CAR PARK - Please note that the school does not have parking facilities for parents, however disabled parents/guardians who have a blue badge or parents of disabled children who have a blue badge may contact the school office to discuss options.

## **Child Protection**

All staff have a legal duty to safeguard children's welfare. Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. 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 Designated Safeguarding Lead or Deputies are obliged to follow the Child Protection procedures established by the Derby Safeguarding Children's Board and inform Social Services of the concern.

## **Admissions**

The planned admissions number for our reception age group for the academic year 2024/25 is 90.

Applications for admission to Village Primary Academy are coordinated by Derby City Council Primary Admissions service. The Primary School Admissions team can be contacted via [primary.admissions@derby.gov.uk](mailto:primary.admissions@derby.gov.uk) or by phone on 01332 642730.

If you wish to apply for a place in the school nursery please contact the school office to place your child's name on the waiting list.

## **Complaints**

If parents have a concern about their child's education they should raise it with the class teacher or with the school office initially. It is expected the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, a meeting can be arranged with the Executive Principal or Head of Academy.

## Data Protection

In May 2018 the European Union introduced the *General Data Protection Regulation* (the *GDPR*) in all of its member states, followed by the UK Government's *Data Protection Act* (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care. As an academy we can assure you that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).

As the *GDPR* places on us a significant set of requirements, giving the full detail in our prospectus is not appropriate. However, copies of the policies and documents we work with can be found on the Trust's website. Here you can find a full explanation of the *GDPR* and how it applies to us as a school. You can also download the relevant forms and guidance. It also contains the contact details for our DPO should you have any further questions or queries.

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