



Welcome to
Arboretum Primary School



School Year 2025 – 2026

Corden Street, Derby DE23 8GP

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Head Teacher: Mrs Helen Phillips

Deputy Head: Mrs Lisa Kay

CONTENTS

General Information	3
School Vision and Values	4
A Welcome Letter	5
Our School	6
Admissions	6
The School	7
School Times	8
Safeguarding	9
Absences	10
Medicines in School	11
Parents in School	11
Personal Belongings	12
School Clothing	12
Physical Education	14
School Food	15
The Curriculum	16
R.E and Collective Worship	18
Relationships and Health Education	19
Special Needs	19
Looked After Children	20
Data Protection	21
Behaviour and Discipline	21
Breakfast Club	21
Charges for School Activities	21
Beyond the Classroom	22

GENERAL INFORMATION

Address	Arboretum Primary School Corden Street Derby DE23 8GP
Telephone	01332 291140
Type of School	An academy as part of the Derby Diocesan Academy Trust (DDAT), Top Floor, Unit 3 Endcliffe Mount, Deepdale Business Park, Ashford Road, Bakewell DE45 1GT
Age Range	2-11
Chair of Governors	Mrs Suzanne Forster
Head Teacher	Mrs Helen Phillips
Deputy Head Teacher	Mrs Lisa Kay
School Business Manager	Miss Clare Fryer
Site Manager	Mr Garry Bywater



School Vision and Values

We believe that for our children to compete at their highest level, we must guide them to 'reach for the stars'; providing them with the knowledge and skills to be sensational both now and in their future.

Safe

Tenacious

Ambitious

Respectful

Sensational

We want our children to know they can be what they want to be – there are no limitations!



Welcome to ARBORETUM PRIMARY SCHOOL

It is with great pleasure that I welcome you to Arboretum Primary School. Arboretum is a happy place to be. Our school is full of laughter, care and love; where each child is respected as the unique individual that they are.

At Arboretum we underpin all of our work with the school's values of 'Ready, Respectful and Safe'.

We aim to provide a safe, happy and healthy environment in which all children are encouraged to be creative, confident and enquiring individuals. We want our children to be successful, to love learning and to move onto the next stage of their education with the skills, knowledge and understanding that will enable them to thrive. We have high expectations of our children, we will expect and support them to 'Reach for the Stars'.

At Arboretum we recognise you as the primary educator of your child and we look forward to working with you in order to make your child's time with us as successful as possible. As a result, we work hard to develop our relationships. We love learning together and provide lots of opportunities for parents and carers to join us.

We are a proud member of the Derby Diocesan Academy Trust (DDAT) family of schools.

I hope that this prospectus will give you a flavour of what our school is all about. It will give you a glimpse into the opportunities and experiences that your child will encounter with us.

We welcome visits and feel that this is a very important way for you to find out more about us. I hope that you will come and see our school for yourself and ask any questions you may have.

Mrs Helen Phillips
Headteacher

OUR SCHOOL

Arboretum Primary School is a happy and inclusive school, with a rich and diverse community. We are situated in the heart of Normanton, in the city of Derby. There are 38 languages spoken within our school! We are very fortunate to have extensive grounds which provide a calm oasis for our children and families.

We are a large primary school with 625 pupils on roll. We have 75 children per year group in Reception and Key Stage 1, with 77 children per year in Key Stage 2. In addition we have a 32 place unit for two year olds and a 60 place nursery that offers 15 hours per week to children who are three and four years old.

Arboretum Primary is a proud member of the Derby Diocesan Academy Trust family of schools. We value the opportunities this provides for our pupils to develop their knowledge and skills within the wider curriculum. Sharing the Trust values, we firmly believe that pupils get one chance at their education and that is why our pupils always come first. Every decision we make has our children at the centre.

ADMISSIONS

Two Year Olds Nursery

We have a 32 place unit. We can take up to sixteen children for either the morning or afternoon sessions who meet the Government's criteria for funding. Places are allocated according to the Admissions Policy.

Please note that a place in the unit does not guarantee a place in the main school, although we aim to provide a place in our Three Year Old Nursery within a term. An application will need to be made to join both nursery and the main school.

Three Year Olds Nursery

We have a 60 place nursery set within the Early Years area of school. We can take up to 30 children for either the morning or afternoon sessions. There is a waiting list and places are allocated according to the Admissions Policy. Children's names can be placed on the waiting list at any time.

Please note that a place in the nursery does not guarantee a place in the main school. An application will need to be made to Derby City Council to join the main school.

'There is a strong culture of belonging at Arboretum Primary School'
- OFSTED 2023

'Pupils now benefit from a well sequenced curriculum which helps to build their knowledge 2024'

*'Pupils say they 'love' their school'
'The Teachers, they are the best' - OFSTED 2024*

The school is at the heart of the community - 2024

'Pupils with SEND are loved and cherished in the school' - (2023)

'Inclusivity is paramount at this school (2024)

'Children in the early years benefit from caring and purposeful interactions with adults (2024)

The School is well led and managed. They care deeply about the children and pupils who attend the school.



THE SCHOOL

All applications to join our school need to be made through the Local Authority based at the Council House, Corporation Street, Derby. The total number of children we expect to have in school is 625 and the planned admission is 75 in KS1 and 77 for KS2.

SCHOOL TIMES

Two and Three year old Nursery

Morning session	8.30am to 11.30am
Afternoon session	12.30pm to 3.30pm

Reception to Year 6

Registration	8.40 am
End of school	3.15pm

Our nurseries offer sessions of 15 hours per week – either morning or afternoon sessions.

Our school hours are 32 hours 30 minutes per week.

LUNCHTIMES:

Reception - 11.30am to 12.25pm
Apples - 11.30am to 12.25pm
Years 1, 2, 3 and 4 - 11.55am to 12.50pm
Years 5 and 6 - 12.20pm to 1.15pm

Please ensure that your child arrives at school on time.

The Cambridge Street gates will be opened at 8:25am for Nursery children to be brought in.

For the rest of school, the Cambridge Street and Roe Walk gates will be opened at 8:30am for you to bring your children into school. The classroom doors will open at 8:40am to admit the children ready for the school day to start at 8:45am. The gates will be closed promptly 8:50am - if you arrive after this time, please take your child to the Office through the Corden Street gates to ensure that they are registered correctly and are marked down for dinner.

All children must be collected from the school by a responsible adult (over 16 years). Children must be collected from school promptly at the end of the day. If they are not collected on time, we may charge for childcare, or report it to the police or social services.



SAFEGUARDING

The Staff and Governors at Arboretum Primary School recognise that they have a duty to ensure arrangements are in place for Safeguarding and promoting the welfare of children. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment; an environment where children feel secure, where children are encouraged to talk to adults they can trust and where children are listened to.

Keeping children safe and protecting them from harm is the most important thing we do as a school. If children are not safe, they cannot flourish, form effective relationships with adults or their peers, or achieve their full potential in life. We therefore take our responsibilities in this area with the utmost seriousness.

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 Headteacher and DSL are obliged to follow the Child Protection Procedures established by the **Derby & Derbyshire Safeguarding Children's Partnership** and inform **Children's Social Care** of the concern.

All staff and governors are trained in Child Protection and Safeguarding, and this is updated annually. Some senior staff are trained to a higher level; the key roles in the school are:

Designated Safeguarding Lead (DSL): Helen Phillips (Headteacher)

In her absence, the following staff act as DDSL.

Deputy DSL: Amanda Carvell (Pastoral Manager)

Deputy DSL: Lisa Kay (Deputy Head)

Deputy DSL Sarah Ferguson (Assistant Head)

Deputy DSL Helen Cavanagh (Assistant Head and SENCo)

Deputy DSL Roxy Darling (KS1 Phase Lead)

The LTC for Safeguarding is **Suzanne Forster**

The Chair of LTC is **Suzanne Forster**

If there are any safeguarding concerns, Mrs Phillips and Mrs Carvell can be contacted during and outside school hours on safeguarding@arboretum.derby.sch.uk.

ABSENCES

It is very important that all children attend school every day

All absences must be accounted for, any absences we are unaware of will be unauthorised and we may have to refer these to the Local Authority to process a Penalty Notice. Please notify the school of the reason for absence before 9:00am on each day of absence. Please telephone the school or notify the Attendance Officer on attendance@arboretum.derby.sch.uk

Under new Department for Education guidelines, extended leave cannot be authorised. You must complete a leave of absence form so that we are aware of your child's whereabouts and so we know that they are safe. Please note that your child's name may be removed from the school register or you may be fined for taking your child out of school during term time.

If your child has a medical appointment which cannot be re-arranged for after school, we need to see medical appointment cards or letters before the appointment date so this can be authorised.

If your child has had vomiting or diarrhoea, they will normally need be kept at home for 24-48 hours, please contact the School and speak to the Attendance Officer to clarify this with each individual case.

When children become ill during the day or suffer as a result of an injury in school we will do our best to contact a parent/carer. For this reason please ensure we have up to date numbers for all contacts. Emergency cases will be taken to hospital immediately.

MEDICINES IN SCHOOL

Children should not bring any medicines into school. Any prescription medicines should be given at home when possible and local doctors will prescribe to make this possible.

In exceptional circumstances, if medication needs to be given at school then it must be taken to the office, where a form must be filled in, by the parent and a member of the leadership team.

If your child has a particular medical condition, please inform the school. Regular medication e.g. adrenaline pens and inhalers must be clearly labelled with your child's name and taken to the office, where a consent form will need to be completed. A care plan will also be issued and reviewed at least annually.

Medicals for children are sometimes held in school by School Health; the school nurse also visits regularly. You will always be told when medicals are to take place and be invited to be present. If you would like to see the school nurse, please ask in school, we may be able to arrange an appointment.

PARENTS IN SCHOOL

We welcome parents and carers to visit our school. It is good for the children to know that we are working together.

There will be opportunities during the school year to join us for special events, assemblies, productions, sporting events, picnics, open evenings, and fund raising events. We also hold regular information sessions and drop-ins for you to learn more about your child's education.

We welcome parent volunteers to work in school, in the classrooms or on trips. Regular volunteers will need to undergo safeguarding checks including a DBS check.

We will always contact parents and carers immediately if we are concerned about any aspect of their child's welfare, progress or behaviour and in turn we expect that parents will let us know of any problems or worries their child has which might affect them in school.

Staff will always try to be available to see parents immediately, but it may be necessary to arrange an appointment on some occasions. A senior member of staff is available to see parents on most days.

A Home School Agreement will be shared with all parents and children upon entry to the school. Parents are asked to sign the agreement.

PERSONAL BELONGINGS

All personal belongings should be clearly marked with the child's name.

Parents should note that the school cannot accept liability for the loss of or damage to personal property. Please do not allow your children to bring expensive or sentimental items into school.

We encourage children to cycle to school, and we have a cycle shed where bicycles can be left during the day. However, we cannot accept liability for any loss, and recommend that all bicycles are locked when left on the school premises. Children must wear a cycle helmet at all times when riding to school.

SCHOOL CLOTHING

Our dress code has been introduced to encourage children's pride in their appearance and to increase their feeling of belonging to a caring school. We offer sweatshirts and cardigans with the school logo, but these are optional and all items of uniform can be purchased from high street retailers or supermarkets.

Please note that we expect all our children to have natural coloured hair, without any shaved patterns.

All children, including nursery, should come to school dressed in accordance with the code below:

Item		Where to buy	Cost per item from school
Standard School Uniform			
Black sweatshirt or black cardigan (with or without Arboretum logo)	Required	Branded sweatshirt and cardigan available from school office. Plain black sweatshirt or cardigan can be bought from regular retailers.	Sweatshirt £9.95 Cardigan £10.95
White polo shirt (with or without Arboretum logo) or plain white shirt / blouse	Required	Branded polo shirt available from school office. Plain white shirt, blouse or polo shirt and available from regular retailers.	Polo shirt £7.35
Black trousers or skirt or black shalwar kameez	Required	Available from regular retailers	N/A
Green and white checked dress	Optional	Available from regular retailers.	N/A

Sensible, plain black shoes	Required	Available from regular retailers.	N/A
PE Kit			
Plain white t-shirt (long sleeved if arms need to be covered for religious reasons)	Required	Available from regular retailers.	N/A
Plain black shorts (or plain black leggings or tracksuit bottoms if legs need to be covered for religious reasons)	Required	Available from regular retailers.	N/A
Plain black tracksuit or sweatshirt and jogging bottoms (for outdoor PE)	Required	Available from regular retailers.	N/A
Black PE pumps or plain trainers	Required	Available from regular retailers.	N/A

Sweatshirts and cardigans with the school logo can also be purchased from the school office. All can be ordered online via the ScoPay App.

Shoes - these should be of a traditional nature with heels no greater than 2cm. For health and safety reasons flip flops, sandals, backless shoes and heels higher than 2cm are not allowed. Plain black trainers are allowed.

Jewellery - the wearing of jewellery (unless of special religious significance) is not allowed, with the exception of a single pair of stud earrings, and a watch. Earrings **must** be removed for PE, so it is recommended that if you wish to have your child's ears pierced it is done at the beginning of the six week holiday to allow time for them to heal. Permanent jewellery is not permitted.

We may telephone parents of children wearing unsuitable clothing to ask for appropriate clothes to be brought to school for children to wear.

Please note: denim and trainers with colours and patterns are not to be worn.

All children need to bring a coat to school when the weather is cold for playtimes and outdoor activities.

Please make sure that all clothes are labelled. Arboretum Book bags are available at £5.50.



PHYSICAL EDUCATION

All children take part in PE lessons and they should come to school in their PE kit on the days they have PE/Games lessons. Earrings/studs should not be worn on PE days. Long hair should be tied back.

No jewellery should be worn for any type of P.E.

Indoor PE lessons	White T-shirt and black shorts. Girls who, for religious reasons, need to cover their legs and arms should wear long sleeved white T-shirts and black leggings or a tracksuit.
Outdoor PE lessons	As indoor but including a tracksuit/jogging suit for cold weather, a pair of trainers or black PE pumps.
Swimming	All children will swim in Year 4. They will need a swimming costume, goggles and a towel. All children should wear a swimming hat.



SUNHATS - It is recommended that all children wear a suitable protective sunhat in the summer. We also encourage you to apply sun cream to children before they come to school on sunny, summer days.

SCHOOL FOOD

Meals are cooked in the school kitchen and eaten in the school hall. There is a choice of meals to suit all diets, including Halal meat and vegetarian options. The cost of a school meal is £2.00 per day or £10.00 per week. You are able to pay online for school dinners using the Scopay app – please see the office staff for information about how to set this up. Information is also available on our school website.

If you still want to pay in cash then payment for meals should be put in to a named envelope with the class number on too and paid at the start of each week.

If you feel your child is entitled to a free school meal please ask at the school office.

Allergen information on all food provided by the school is listed on the menus which are available on the school website. Please ensure that the school has been notified of any food allergies that your child has. The school cannot be responsible for allergen information for food that has been prepared outside of the school and brought in for consumption by pupils or staff.

Packed lunches should be brought in by the children at the start of the day. Sweets should not be brought into school unless they are to be handed to the teacher to be shared for a special occasion. All children are provided with free fruit.

As we have pupils with a nut allergy we do not allow nuts or food containing nuts in school.

Your child should bring their own water bottle to school. Chilled water is available throughout the day from water dispensers.



THE CURRICULUM

At Arboretum Primary School, every member of staff is committed to giving our children the best possible education. We know that children only get one chance, therefore in line with our trust vision; we want our children and young people to be able to 'experience life in all its fullness'. (taken from John 10:10)

Our aim is for every child to be successful, enjoy learning and be suitably equipped to move on to secondary school with the skills, knowledge and understanding that will enable them to thrive as effective citizens of the 21st century. We want to build the foundations for learning which in turn make our children enthusiastic, life-long learners. We aim to give them the skills and knowledge that will open doors to their future educational and life success. We want our children to be responsible, independent and caring; resilient and honest with a personal ambition and drive to aspire to do their very best.

We acknowledge that the school curriculum incorporates all experiences that we offer to the children. As a result, we evaluate our school curriculum regularly to ensure that it continues to meet the developing needs of our children and community. Our curriculum defines what we want our children to experience, know and be able to do by the time they leave our school. We call this the 'Arboretum promise'.

Our curriculum has, at its core, the National Curriculum. We believe that an exciting, engaging, and effective curriculum is essential to enable high quality teaching and learning to take place. We have designed our curriculum to ensure that it is based around the development of progressive knowledge and skills, leading ultimately to understanding. This design ensures concepts become embedded in children's long term memory, enabling them to know more, do more and remember more, whilst applying this across the curriculum. Our design allows for cross-curricular teaching, as we believe that this ensures that the content is relevant to our pupils, enabling them to put their knowledge into context.

Children in the Early Years Foundation Stage follow topics that address the requirements of the EYFS Curriculum, and enable all children to make progress across the three Prime Areas of Learning and four Specific Areas of Learning. In Reception, the children engage in a structured phonics approach, Little Wandle, which enables them to develop early reading and writing skills. Our EYFS curriculum has a strong focus on the basic skills of reading, writing and maths, as we know that children must have a good grasp of these skills in order to make progress across the wider curriculum and as they move through to KS1.

Children in KS1 continue to develop phonological awareness through our Little Wandle provision. Those pupils in KS2 who are new to the country or not proficient in these skills, continue to receive this important provision.

In KS1 and KS2, children follow the school's bespoke curriculum with a strong focus on the core skills of English and Maths. Our Maths and English teaching is well-structured and we are confident that our delivery of the NC in these subjects ensures progression through the core skills. Our broader curriculum of all other subjects is designed by looking at the key skills, knowledge and understanding required by the NC; creating a foundation structure to meet these and then identifying appropriate topics to contextualise and meet our children's interests that will enable these skills to be taught.

Our Apples pupils follow a bespoke curriculum that is based on the core knowledge and topics at a developmentally appropriate level. This design is based on the whole school curriculum, thereby promoting inclusivity.

Topics studied are designed to be relevant, motivating and engaging for the children and inclusive of all groups of children and individuals across the school. We also use elements of commercial schemes where we feel these complement our ambitious curriculum design. Our rationale for the use of these can be found within our subject specific intent statements.

Learning beyond the classroom is firmly embedded within our curriculum design. Children undertake regular educational visits linked to their core knowledge and topics studied. Visitors are invited into school frequently yet purposefully. We recognise the important role our parents play in their child's education and as such they are a key feature, taking part in regular curriculum activities. We also actively support learning at home and share information with parents so that they are able to support and encourage their children's learning outside of school.

Our assessment processes have been developed over time to encompass both formative and summative assessment processes. These enable us to make accurate judgements of both attainment and progress ensuring that all children are supported to be the best they can be and are supported to 'Reach for the Stars.'

The intended impact of our curriculum is to develop well-rounded, confident children who achieve their personal best and are well prepared to leave us to move to the next stage of their education, ready for the exciting new challenges ahead.



RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education at the school follows the agreed Derby syllabus, which is non-denominational and multi-faith in character.

We acknowledge and celebrate the diversity of faiths in Britain today and offer assemblies sympathetic to this.

Parents who wish to exercise their right to withdraw their child from religious activities are asked to make an appointment to see the Head Teacher.





RELATIONSHIPS AND HEALTH EDUCATION

Relationships and health education focusses on giving pupils the knowledge they need to make informed decisions about their wellbeing, health and relationships, and to build their self-efficacy.

Health education focusses on equipping pupils with the knowledge they need to make good decisions about their own health and wellbeing. We understand our responsibility to deliver a high-quality, age-appropriate relationship and health curriculum for all our pupils.

Further details of our approach to this can be found on the website.

SPECIAL NEEDS

For children who are experiencing difficulties with their work or behaviour we offer extra support as required. We will work very closely with you to ensure any difficulties are overcome simply and quickly. We may wish to place your child on the special needs register to help us to meet your child's needs. We will always talk to you first about this and what it will involve. Our dedicated SENCo, Mrs Cavanagh, is always on hand to help and advise.

LOOKED AFTER CHILDREN

Arboretum Primary School recognises its responsibility as corporate parent and wishes to promote and support the education of our looked after children and young people; asking the question 'Would this service be good enough for my child?'

Key principles of the policy on the Education of Looked after Children:

1. A permanent commitment to meeting the educational needs of looked after children.
2. Participation of young people in decisions about their education.
3. A commitment to effective communication and to working in partnership across all agencies to support the education of looked after children, through the development and use of joint working practices and protocols for sharing information.
4. A commitment to work in partnership with outside agencies including the Health Service, Social Services, other local authorities and educational establishments and the voluntary sector to improve educational outcomes.

Mrs Cavanagh is our designated teacher for LAC.



DATA PROTECTION

Basic information about children is kept in school on computer, in line with the Data Protection Act 2018. Our Privacy Notices can be found on the school website. The academy trust is registered with the Information Commissioner's Office and there are restrictions placed on the school in regard to who we can give information to. Links to the DDAT Privacy Notices can be found on the school website.

BEHAVIOUR AND DISCIPLINE

Good behaviour is vital for a school to provide an atmosphere in which teaching and learning are successful. The school has a Behaviour Policy.

We take a positive attitude to discipline and have three rules which are followed throughout the school:

Ready
Respectful
Safe

For good work or good behaviour your child will collect 'dojo' points. Each class will have a target and when this is reached they will enjoy a treat that they have decided on, for example a themed party.

The class teachers or adults on duty will deal with children who misbehave. Serious misbehaviour is recorded and dealt with by the Head Teacher, Deputy or Assistant Heads. Parents/Carers may be asked to visit the school to discuss any issues.

See the Behaviour Policy for further information.

BREAKFAST CLUB

All children are invited to attend Breakfast Club, which takes place every morning at 8.00am. Children attending breakfast club must arrive between 8:00am and 8:15am and be taken to the Hall 1 doors. We operate a booking system using the SchoPay app. This is to ensure we have the appropriate staff:pupil ratio. Currently we ask for a 50p donation towards costs, but children who qualify for Pupil Premium do not have to pay.

During breakfast club, children have the opportunity to take part in sporting activities under the direction of our Sports Coach, Mr Malooq. Alternative purposeful play is offered within the school.

CHARGES FOR SCHOOL ACTIVITIES

The Governors support the policy that within the resources available education should be free and to that end will use all available funds to the full.

However, there are occasions during the school year when children are taken to events, or places of interest, or when theatre groups and curriculum events visit school. We may ask for a contribution towards the cost. No child will be stopped from taking part in a curriculum activity through an inability to pay. However if the contributions collected do not cover the cost, the school may be forced to cancel the event.

Children who are eligible for Pupil Premium are not required to pay for day trips.

BEYOND THE CLASSROOM

We are committed to providing our children with a range of enrichment opportunities. Our Curriculum is carefully planned to ensure that our children are able to gain life experiences that they might otherwise miss.



We have a good range of after school clubs which enable your child to develop a new talent or interest.

Mr. Malooq organises clubs and activities for the children after school and during the holidays throughout the school year. After school clubs may include: archery, football, athletics, hockey, rounders, cricket, basketball, multi-games, dance, dodgeball, circuit training and cycling.

Our children also enjoy representing their school as part of our young leader programme. Arboretum believes in developing the whole child.

