

# STENSON FIELDS PRIMARY COMMUNITY SCHOOL

*PROSPECTUS 2025/2026*



**CARES**

**Caring, Achieving, Respecting, Enjoying, Supporting**

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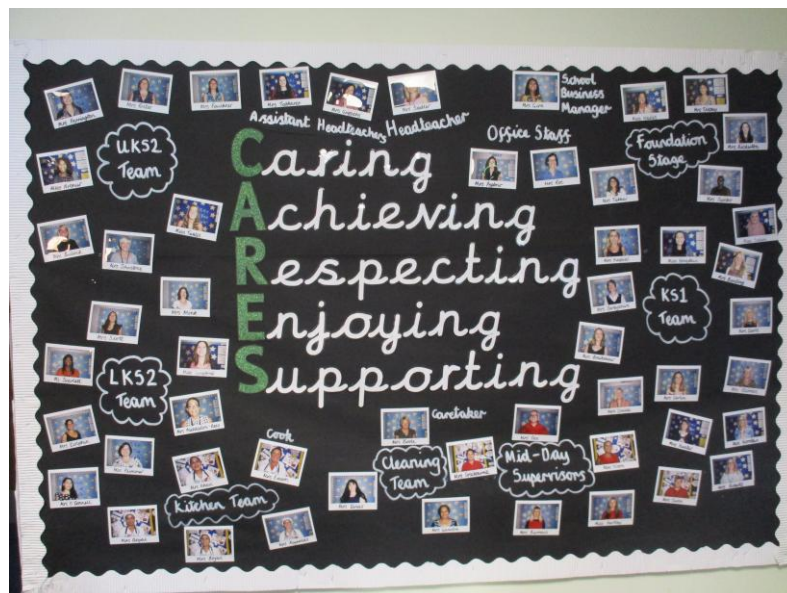
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## Our School

The main school was built in 1986 and is of open plan design over the years it has had four additional buildings two of which were completed in August 2017 these encompass 15 classrooms, 2 learning areas, a library, staffroom, headteacher's office, admin areas and a community room. The school has a substantial playground and large playing field; multi-use games area; sensory garden and wildlife areas.

Our pupil capacity is 420 and is currently organised into 13 classes (10 single age classes - 2 per year group 3 mixed Y3/4 classes).

We also have a 26 place nursery. Children can attend nursery the term following their 3rd birthday if there is a place available. We offer 15 or 30 hour sessions (see the Nursery Prospectus for further details).



The School Office is open at the following times:

Monday—Friday: 8.50am—4.00pm

Outside these times if you require assistance please ask for the Headteacher, Assistant Headteachers or the School Business Manager.

# OUR MISSION STATEMENT

STENSON FIELDS PRIMARY COMMUNITY SCHOOL

**CARES**

**Caring, Achieving, Respecting, Enjoying,  
Supporting**

**C**are for each other and our school |

**A**lways try our best

**R**emember our manners

**E**njoy learning

**S**upport each other



**We aim to have a school where;**

Children become confident, independent individuals with a love of learning.

Children excel in their learning and achievement and make rapid progress.

Children engage in a rich and varied range of experiences, providing skills for life.

Children show respect and tolerance.

Learning and teaching are at the heart of everything.

We reward the achievement and recognise the successes of our pupils.

There are consistently high expectations for all, across the whole curriculum.

We work closely with parents and the wider community.

**OUR CHILDREN**

We believe that:

Every teacher has a right to teach

All pupils have a right to learn

Everyone has a right to safety

Everyone has the right to fair treatment

## ADMISSIONS PROCEDURE

The planned admissions level for our Foundation Stage classes is 60. We admit children into school in September which is in line with Derbyshire County Council Admissions procedure.

There is a co-ordinated scheme for admission to Primary Schools in Derbyshire which is run by the Derbyshire County Council. It is a requirement that parents/carers apply directly to their Local Authority for a place.

The admission window is open between November and January for you to apply to the Local Authority; prior to the academic year in which your child is due to start school. After the closing date, all applications are then considered, and every attempt is made to allocate parents their first choice where possible. Parents are then informed in April as to which school their child has been allocated a place.

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. Stenson Fields Primary School operates an open-door policy for parents and this means that all parents are welcomed into school to play an active part in school life. If you are considering our school for your child, please telephone to arrange a visit and we will be happy to show you around!



## MID-YEAR ADMISSIONS

Should your child already be in full time education and you are looking to move him/ her to Stenson Fields Primary Community School, it is a requirement that parents/carers apply directly to the Local Authority where you live. The school's Local Authority will then be contacted and your admission request passed to the school for consideration as an in-year application.



## SCHOOL TIMES AND ROUTINE

8.50	Doors open for children
9.00	School starts
10.10-10.25	EYFS + KS1 Morning break
10.30-10.45	KS2 Morning break
11.45 - 12.45	EYFS/KS1 Lunchtime
12.15-1.15	KS2 Lunchtime
2.00-2.10	EYFS/KS1 break
3.15	Children go home

## ASSEMBLIES

KS1/KS2 Monday	9.20am
KS1/KS2 Tuesday	2.40pm
Whole School Celebration assembly	2.30pm

Parents/carers are asked **not** to bring cars onto site as parking is for staff only. In fairness to local residents, it is hoped that parents will show consideration when parking near the school at the

start and end of the school day. In the interests of Health and Safety, parents are asked to walk their children to and from school when possible.

## ABSENCE

The school is legally required to account for the absence of all our children. Parents are therefore asked to notify school before 9.00 am (or as soon after as possible) if their child is to be late or absent for any reason.

Registration takes place at 9.00 am. Any child arriving after 9.05 am will be noted as late after close of register, arrival after 9.30am will be noted as unauthorised absence.

In order to fulfil our responsibilities towards you, we will contact you by telephone if we have not received a message detailing your child's absence. In the unlikely event that after five days we have been unable to contact you; the support of the Education Welfare Officer will be sought.

In the cases where your child arrives late, parents will be requested to complete a late slip held at the school office. The details of the late slips are monitored regularly. Should persistent lateness/ absence be noted, our Family Support Worker will contact you. The role of our Family Support Worker is not only to check on children whose attendance is irregular or causing concern, but also to offer practical help and advice should there be any difficulties encountered within the family which prevent the children attending school regularly.

**Attendance - Parents are required by law to ensure that their children attend all school sessions.**

## REQUEST FOR HOLIDAYS

Parents need to be aware that due to Government amendments to the Education Regulations 2006 which came into force on 1<sup>st</sup> September 2013; Headteachers may not grant ANY leave of absence for holidays during term time unless there are exceptional circumstances.

## LUNCHTIMES

Children may:   Have a school cooked meal  
                          Bring a healthy packed lunch

All Foundation Stage and Key Stage 1 pupils receive a 'Universal Free School Meals' therefore, are not required to pay for school meals. Nutritionally balanced meals are prepared daily in our school kitchen and are exceptional value. We ask that schools meals are booked paid for through our online 'Parentmail' system. Meals must be paid for in advance either weekly, monthly or termly.

## PACKED LUNCHES

Although we encourage children to stay for a school dinner you may send your child with a packed lunch if necessary. Please ensure that all drinks are sent in non-breakable containers.

We also request that lunch boxes should be as healthy as possible. The School Food Trust ([link available on our website](#)) give lots of guidance and information. It is recommended that something of each of the following food groups is included:

- A good proportion of starch food e.g. wholegrain roll, thick sliced wholemeal bread, chapatti, pitta pocket, pasta or rice.
- Plenty of fruit and vegetables e.g. an apple, satsuma, handful of cherry tomatoes or carrot sticks or a small box of raisins.
- A portion of semi-skimmed milk or dairy food e.g. individual cheese portion or pot of yoghurt.
- A portion of lean meat, fish or alternative e.g. ham, chicken, beef, tuna, egg or hummus.
- A drink e.g. fruit juice, semi skimmed milk or bottle of water.

Please do not send chocolates or sweets. We are also a **NUTFREE** school, this includes peanut butter and Nutella products.

Please also see our;

- Dinner Money policy
- Food Policy
- Packed lunch policy

### PUPIL PREMIUM FUNDING

Your child may be entitled to Pupil Premium funding. This is extra money the government gives to schools, so children receive more help and support.

At Stenson Fields every child who receives Pupil Premium funding is entitled to:

- One FREE school visit per year (up to the value of £10)
- One FREE block of a school club per year
- One FREE school sweatshirt/cardigan per year
- One FREE book bag per year
- FREE school meals daily (KS2)
- EXTRA teaching support and resources throughout the year

Your child may be entitled to receive Pupil Premium funding if your child is adopted, a service child (military) or if you are receiving:

- Income Support
- Income-based Jobseeker's Allowance
- Support under the Immigration and Asylum Act
- Child Tax Credit (with an annual income of less than £16,000)
- Universal Credit

If you think you may be entitled to Pupil Premium funding, please speak to a member of our office staff who will be happy to give you the necessary forms. You will need your National Insurance number in order to do this. Or you can apply online at; [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk).

## BREAK TIMES

Children may bring a fruit snack into school but we ask it is fresh/dried fruit or fresh vegetables such a carrot/cucumber sticks. No processed fruit products are allowed.

## WATER BOTTLES

It is important that children have access to drinking water throughout the day. Please ensure that your child has a named, non-breakable water bottle in school every day. To promote a healthy lifestyle, bottles must only contain plain water, no fruit flavoured water is allowed.

## SCHOOL UNIFORM

Please see the schools [Dress Code Policy](#) for further information

Our School uniform is as follows:

- Navy Blue sweatshirt, jumper or cardigan
- Grey trousers, skirt or shorts
- White/navy polo shirt, shirt or blouse
- Black shoes or sandals (plain ankle boots in the winter)
- Blue/White checked or striped dress (Summer)
- Waterproof coat
- Wellies - to be left in school

Children should not wear trainers to school.

School sweatshirts and cardigans bearing the school logo are available for purchase at 'Uniform Direct'.

## JEWELLERY

Children should not wear any jewellery to school. If completely necessary, stud earrings may be worn. In the interest of health and safety all jewellery **MUST** be removed for PE and swimming.

If it is necessary for a child to wear an article due to their religion or faith the Headteacher must be consulted.

## PE KIT

PE Kits are worn on the classes relevant PE days and should comprise a plain coloured T-shirt (to match their House colour - this will be allocated through admission procedures) and plain black shorts/leggings.

During winter we advise children to wear navy blue or black tracksuits for outdoor PE. All hair longer than shoulder length must be tied up for all types of PE.



## MEDICINE ADMINISTRATION

Medicines can be given in school if completely necessary, but it is essential that the required forms are completed by a parent/carer. Please ask at the school office if you wish for medicines to be administered.

We are only able to administer **prescribed** medicines that are necessary **four** times per day. A child who has been diagnosed with asthma must have an inhaler in school at all times. The inhaler must be clearly marked with the child's name and a Medical Administration form completed. Inhalers and copies of the medical forms will be kept by the class teacher and children will have access to their inhalers throughout the day. Children with long term medical conditions will have a care plan put in place, which will be discussed and agreed with parents prior to your child starting school.

## MEDICAL INJURIES

Minor cuts/ bruises and other injuries will be dealt with on the spot by a member of staff. The Midday Supervisors will also deal with such incidents should they happen during the lunch time.

**It is the school's policy that parents are notified as a matter of routine if children are involved in any accident which involves the head.**

In the case of more serious injury or illness, parents will be contacted and asked to collect the child from school.

If in the rare occasion an ambulance is required, we will contact parents at the same time as we send for one.

## SAFEGUARDING

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 Leads are obliged to follow the procedures established by the Derby and Derbyshire Safeguarding Board and inform the Social Services of the concerns.

## GOVERNING BODY

The school Governors work in partnership with the Headteacher to raise standards and ensure the effective governance of the school.

The Governing Body of Stenson Fields Primary School consists of 12 Governors:

- a. Three parent governors
- b. One LA governor
- c. One staff governor
- d. One head teacher

e. Six co-opted governors

Parents will be notified of Governor vacancies by letter which will explain the application process, however if you would like further information, please contact the Headteacher. Governor details may be found on the school website.

**PARENT, TEACHER and FRIENDS ASSOCIATION**

The PTFA raises funds for additional resources through a variety of organised events. We currently do not have an active PTFA - if you are interested, please contact the school office for further details.



For further information please go to our school website  
<https://stensonfieldsprimary.secure-primariesite.net/>