



# School Information Booklet

# Contents

Welcome.....	3	Communications and Payments .....	12
Our School .....	4	Safeguarding and Child Protection .....	13
Vision, Values and Behaviour .....	5	Special Educational Needs and Disabilities ...	13
Starting School .....	6	School Policies .....	14
School Staff .....	7	Data Protection .....	14
The School Day .....	8	Equality .....	14
Lunchtime .....	9	PTA .....	15
School Uniform .....	10	School Governors .....	15
Medical Matters .....	11	Learn Acadmies Trust.....	16

## Term Dates

### Autumn Term 2026

<b>School Opens</b>	<b>Wednesday 26<sup>th</sup> August</b>
<b>Bank Holiday</b>	<b>Monday 31<sup>st</sup> August</b>
<b>Half Term</b>	<b>Monday 19<sup>th</sup> October - Monday 26<sup>th</sup> October</b>
<b>School Closes</b>	<b>Friday 18<sup>th</sup> December</b>

### Spring Term 2027

<b>School Opens</b>	<b>Monday 4<sup>th</sup> January</b>
<b>Half Term</b>	<b>Monday 15<sup>th</sup> February - Friday 19<sup>th</sup> February</b>
<b>School Closes</b>	<b>Friday 22<sup>nd</sup> March</b>

### Summer Term 2027

<b>School Opens</b>	<b>Monday 5<sup>th</sup> April</b>
<b>May Day Bank Holiday</b>	<b>Monday 3<sup>rd</sup> May</b>
<b>Half Term</b>	<b>Monday 31<sup>st</sup> May - Friday 4<sup>th</sup> June</b>
<b>School Closes</b>	<b>Friday 9<sup>th</sup> July</b>

# Welcome to Meadowdale Primary School

At Meadowdale we provide a happy, caring and inclusive environment which enables every child to reach their full potential.

Our modern, purpose-built school is home to talented and supportive staff team who share a strong collaborative ethos and are committed to ensuring that our curriculum is innovative, inspiring and, most importantly, engaging.

We strive for excellence and are always looking for ways to develop our potential even further. Our school has a strong family ethos and we also offer a wide variety of co-curricular activities, including sport and the arts.

We aim to enable all children to develop into fully rounded individuals who leave our school confident, resilient and ready for whatever challenges and opportunities they may encounter. At Meadowdale we want to make sure your child is happy and safe. All our staff believe that the well-being of your child is as important as their academic learning, and work tirelessly to ensure they feel settled and supported.



**Mrs Liz Martin**  
**Headteacher**

# Our School

Our school has been open since 2001. We have all worked incredibly hard to create a happy, hard-working and successful school. The school became an academy on 1st July 2012 and joined Learn Academies Trust in 2016.

Our strong culture enables our team of professional and highly qualified staff, governors, parents and the fantastic children who come here to work in true partnership to create a happy and engaging place of learning.

Our aim is to provide an excellent quality education that will enable all children to achieve high standards academically and socially and be well prepared for the next stage of their education.

We regularly achieve above national average results\* in reading, writing and mathematics across all our Key Stage 1 and 2 year groups; meaning our children are ready for secondary school and leave us feeling confident and secure.

\*as measured by the Department for Education.

## We offer:

- On-site wrap-around care.
- A variety of after school clubs and enrichment opportunities throughout the year, including sport, music, brick-club, mine craft club and more...
- Excellent facilities including a purpose-built sports hall, a brand new key stage 1 building complete with classrooms, intervention spaces and it's own playground, and well-kept play spaces, school field and orchard.
- A designated computing suite where every child has access to a device (computer, ipad or laptop), well stocked library and a music room with piano and keyboards.
- All food is cooked fresh, onsite, everyday.
- A caring and nurturing environment for your child, rated as 'good' by Ofsted



# Ethos, Purpose, Vision and Behaviour

*Our ethos is how we do things in our school, our moral purpose is why we do what we do and our vision is what we are aiming to achieve.*

## **Our Ethos:**

*At Meadowdale we always strive to do the right thing with kindness.*

## **Our Moral Purpose:**

*We believe that everyone has the right to learn and work in an environment where they can flourish and achieve excellence.*

*We always consider well-being and ensure that equity is paramount.*

## **Our Vision**

- *To deliver an engaging, coherent, relevant and ambitious curriculum to all children*
- *For every child to be an engaged and fluent reader*
- *For every child to be a competent and confident mathematician*
- *For a commitment from every adult, to professional learning and continued improvement*
- *To achieve equity through systems which ensure that every child is being given the right support, according to need*
- *To maintain the culture of the school to ensure maximum capacity by September 2026 and beyond*

## **Promoting Positive Attitudes and Behaviour**

- *A positive attitude to learning and good behaviour in school is fostered through the celebration of success.*
- *The school rules are straight forward and easy to remember. They are: ready...respectful...safe*

# Starting School

**Starting school can be an exciting but anxious time for both parents and child. Our handbook aims to give information about our school, your child's education and ways that you can help to prepare them for that 'first day'.**

On joining school in Foundation Stage, your child will be welcomed into one of our two Foundation Stage Classes, by their teacher. All our classes are named after trees and your child will either be in Elm or Pine Class. The Early Years Curriculum is taught through seven areas of learning and development and activities are carefully planned so that children are given the opportunity to explore, develop, practice and build up ideas, skills and concepts. Well-planned play is a key way in which children learn with enjoyment and challenge, and is an important part of a child's development. The children in Foundation Stage have their own, secure and covered outdoor classroom with lots of age appropriate toys and equipment to use, whatever the weather. For further information on the EYFS curriculum please visit [www.meadowdale.info/learning/early-years-foundation-stage](http://www.meadowdale.info/learning/early-years-foundation-stage)

Children are dropped off and collected from their classroom doors each day. The school day starts at 8.45am and ends at 3.15pm. Each child will have a named peg for their belongings. They have lunch first in our school Hall, and this takes place at 11.45am. On PE days, children will bring their PE kits to school and get changed before the lesson. Please ensure all items of clothing are named.

If your child joins our school part way through their education, they will join one of our Key Stage 1 or Key Stage 2 classes. Key Stage 1 is for children in Years 1 and 2 (ages 5-7), while Key Stage 2 covers Years 3 - 6 (ages 7-11). We follow a broad and varied curriculum, covering English (inc. oracy, reading and writing), Mathematics, Science, Computing, History, Geography, PE & Sport, Art, Music, Religious Education, Design Technology, Personal, Social & Health Education (PSHE) and French (in KS2). The class teachers keep careful records of the pupils' progress in each area of the curriculum and they are always happy to discuss this with you. The children are assessed against the Primary National Curriculum at the end of Year 6 (SATs). They also complete Phonics Screening in Key Stage 1 and a Multiplication Test in Year 4. To see a full details on the school curriculum please visit [www.meadowdale.info/learning/curriculum-overview](http://www.meadowdale.info/learning/curriculum-overview)

All the children in Years 1 - 6 have PE twice a week, and they will need to bring their PE Kits on those days. They have a mid-morning break and lunch starts at 12 noon for Years 1 - 4 and 12.15pm for Years 5 & 6. By the end of Year 6 our children are ready to transition to secondary school, with most choosing Welland Park Academy or Robert Smyth Academy. Through organised transition days our pupils familiarise themselves with their new school. Through various partnerships, our older children will take part in Sporting Festivals and Tournaments throughout the year, and we will also organise school trips and residentials, enrichment opportunities and guest assemblies.

# School Staff

<b>Headteacher</b>	Mrs Martin
<b>Deputy Headteacher</b>	Mr Hough
<b>Assistant Headteacher &amp; Teacher</b>	Mrs Ho
<b>Assistant Headteacher &amp; Teacher</b>	Miss Ward
<b>SENDCO</b>	Mrs Eshelby
<b>Office Manager</b>	Mrs Bewley
<b>Senior Admin Assistant</b>	Mrs Pyle
<b>Premises Officer</b>	Mr Hooker

For a full list of our teachers and support staff  
please visit [www.meadowdale.info/about-us/our-staff](http://www.meadowdale.info/about-us/our-staff)



# The School Day

**Morning: 8:45am to 12:00pm**

**Lunch: 12:00pm to 1:00pm**

**Afternoon: 1:00pm to 3:15pm**

Our school day starts at 8.45am and ends at 3.15pm (32.5 hours per week)

## Arriving at school

Children in Foundation Stage and Years 1-4 must be accompanied to their classroom by a parent/carer or other adult. Children in Years 5 and 6 may walk to school unaccompanied if we have written permission from a parent/carer.

School staff will be available to take responsibility for children in classrooms from 8.45am. When children arrive in school they must wait calmly at their class door to be let in. No supervision is available in the playground or on the school site before this time so if your child is walking to school unaccompanied they should not arrive before 8.40a.m. Children who are brought to school by a parent/carer remain the responsibility of the parent/carer until they enter the classroom.

Children who are brought to school by a child care provider (e.g. childminder) will be escorted to their classroom door by a member of staff from the child care provider who will inform the class teacher that the child has arrived.

## End of Day

Meadowdale staff members will release children from the classroom door. If someone else is collecting a child or they are going home with a friend, the parent or carer must inform the class teacher either face-to-face or by telephoning the school office. Parents/carers must also give the person collecting their child the security password that they have registered on our school database.

Children in Years 4 – 6 may go to a sibling's classroom to meet an adult provided that parents and carers ensure that their class teacher is aware of this arrangement and give consent via the school permission form.

If your child is attending an after school club or being collected by an external provider (e.g. Castle Lane Day Nursery) please see our website for more specific instructions - <https://www.meadowdale.info/school-life/arriving-and-leaving>

## Parking

The school car park is for staff and invited school visitors only. If you drive to school please park carefully and considerately on one of our neighbouring roads, without blocking in local residents. You can also park at the Roebuck pub and walk via the footpath to school. Please do not block the entrance way to Elizabeth Place. Where possible, please consider walking to school.

# Lunchtime

## Universal Free School Meal Scheme

All pupils in Foundation Stage and in Key Stage 1 (Years 1 & 2) are currently eligible to receive a free hot meal in school at lunchtime. This means that when your child has a hot dinner at school, there is no charge for this until they are in year 3. All meals need to be booked in advance via our online payment system, Arbor (you will be given a log in by the Office). Once logged in to Arbor, you simply need to add the meal selections to your 'basket' and pay for them using your credit/debit card or Arbor balance. If your child receives Universal Free School Meals (FS & KS1) or Free School Meals, the system will automatically reduce the payment due to zero. To see the weekly menu, please visit <https://www.meadowdale.info/school-life/school-lunch>

Dietary needs can be catered for, such as religious or medical requirements. Any child suffering with a diagnosed food allergy must complete a special diet form. These can be requested from the school office.

## Income Related Free School Meals

Families who receive certain benefits may also be eligible for free school meals. Registering for free meals provides the school with Pupil Premium funding which we can use to pay for valuable support such as extra tuition, additional teaching staff or school activities. Even though school meals are provided free of charge as an automatic entitlement for Foundation Stage and KS1 children, it is very important that you also register if you are in receipt of these benefits. If you think that you may be eligible, please contact the local authority on 0116 3057093 at least four weeks before your child is due to start school.

## Packed Lunch

If your child would prefer to have a packed lunch, they should bring it in a named container and your class teacher will let your child know where to place it at the start of the day. Please don't send any fizzy drinks. We are a nut free school. Please don't send any food containing nuts (e.g. peanut butter, Nutella or similar spreads or cereal bars containing nuts).

## Milk, Fruit and Water

Our school milk, subsidised by the Government, is sourced through Cool Milk. All pupils under the age of five are eligible to receive 1/3 pint of milk each day free of charge. You will need to register your child with Cool Milk, to establish delivery of the milk to the school, through the website [www.coolmilk.com](http://www.coolmilk.com). This entitlement continues until the week of their fifth birthday. At this time, Cool Milk will contact you to ascertain whether you wish to place a paid milk order, to ensure continuation of supply.

If you are eligible for benefit-related free school meals, your child can also receive milk free of charge after their fifth birthday with your permission.

Children in Foundation Stage and Key Stage 1 receive a piece of fruit or vegetable from school every day as a snack. Children in all year groups are also allowed to bring in a fruit snack from home, which is eaten during break time. Children should also bring in a named reusable bottle for water (not fruit juice or squash) which they can drink during the day.

# School Uniform

Our school uniform, is worn throughout the school, and our colour is bottle green.

A selection of clothing with the school branding is available online from One Stop School Gear, My Clothing (formerly Tesco) and Uniform Direct.

The range includes polo shirts, sweatshirts, cardigans, baseball caps, winter hats, waterproof jackets, P.E. bags, P.E. t-shirts and tracksuit tops. However, it is not compulsory for children to wear items with logos as long as they are the school colours.

**Meadowdale School Association (our PTA) holds regular sales of pre-loved uniform in exchange for a donation to their funds.**

## School Uniform

### Winter

- Tops: White shirt or blouse, or white/bottle green polo shirt
- Bottoms: Grey skirt, pinafore dress or trousers
- Layering: Bottle green sweatshirt, zip-up fleece, cardigan or jumper
- Footwear: Black flat-heeled shoes (no trainers or boots)
- Socks/Tights: Black, grey or white

### Summer

- Dresses: Green/white checked dress or grey pinafore dress
- Tops: White shirt or blouse, or white/bottle green polo shirt
- Bottoms: Grey skirt, trousers or shorts
- Layering: Bottle green sweatshirt, zip-up fleece, cardigan or jumper
- Footwear: Black shoes (not trainers or sandals)
- Socks/Tights: Black, grey or white

## PE Uniform

Indoor P.E. Kit: Bottle green or white T-shirt, Black shorts (above the knee), Plimsolls or indoor trainers

Outdoor P.E. Kit: Black, navy or grey tracksuit trousers, Warm hoodie/fleece, Bottle green or white T-shirt, Outdoor trainers

### Please note:

- Jewellery is not advised for safety reasons.
- All jewellery must be removed or covered during P.E. lessons.
- Long hair should be always tied back for safety.

### Additional Items Required:

- Named, reusable water bottle
- Book bag
- Waterproof coat for playtimes and lunchtimes
- Foundation Stage children require wellingtons

# Medical Matters

The school keeps records of two emergency contact telephone numbers for each child so that someone can be contacted in event of illness or injury. It is important that parents/carers tell the school office if any of these numbers change.

If your child is away from school because of illness, please telephone the school on the first day of absence before 9:30am to tell us the reason. Any absence without an acceptable explanation is counted as "unauthorised". Where levels of absence cause concern, they may be reported to the local authority.

We have many qualified first aiders and their opinion will always be sought if needed. If your child becomes ill, we will telephone you and ask you to collect them from school.

If your child receives a minor injury, you will be contacted by email during the school day with details of how and when the injury occurred. We will contact you by phone if there is a more serious accident.

We are also partnered with the School Nursing Service who are employed by Leicestershire & Rutland Healthcare NHS Trust. They work as part of a team in local healthcare with health visitors and the School Health Service. It is an important part of the School Nurse's role to promote good health for all young people in and out of school. They work with school staff, the pupils themselves and their families to support them at this important stage of development and schooling.

They are available as a listening ear to parents and can offer advice on a range of health issues. Please do not hesitate to contact the school nurses by phone if there is anything that you or your child wants to discuss about any health issues related to their progress at school. They can be contacted on 0116 2642671.

Prescription medicines can be administered by school staff but you will need to complete the relevant form first. All medication needs to be brought to and collected from the school office by an adult, and it will be stored safely throughout the day. If your child needs long-term medication (e.g. asthma inhalers, epipens) please complete the relevant form off the website (or from the school office.)

If your child has a sickness or diarrhoea bug please do keep them at home until they are well. They are not allowed to return to school for 48 hours after they were last ill to prevent bugs from spreading. For advice on when to keep your child home from school please visit [www.meadowdale.info/school-life/illness-guidance](http://www.meadowdale.info/school-life/illness-guidance)

Please let the school know if your child has head lice so that we can ask other parents in your child's class to check their children's hair. We won't identify your child in any messages that are sent out.





## Communications and Payments

We believe that communication with our parents is key to ensuring the success of our school. We send out a weekly newsletter, have Facebook and Instagram pages and our class teachers/the office often send out updates via email relating to in-school activities, trips and pupil progress.

It is therefore very important that we have your correct contact details and that you have given permission for us, to share pictures of your child at school. We use a secure online system called Arbor to store records and send emails through, and it is through Arbor you can give or decline consent for various activities and where you can view your child's attendance records.

We operate a cashless system using an online platform called ParentPay for parents to make purchases on behalf of their children. Items such as school meals, trips and After School Club should all be paid for on this platform. Log in details and instructions for our payments and communications platforms will be provided when your child starts at school.

We have regular in-school events for parents, twice-yearly Parents Evenings and you are always welcome to make an appointment with your class teacher, the Headteacher or SENDCO as needed.

# Safeguarding and Child Protection

Meadowdale Primary School believes that it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy which is available to download on our website.

**Designated Safeguarding Lead: Mrs Martin**

**Deputy Designated Safeguarding Leads: Miss Ward and Mrs Ho**

Our school is part of Operation Encompass. For further details please see [www.operationencompass.org](http://www.operationencompass.org)

**To report a concern about a child please contact the school office and ask to speak to any of the above people.**

## Special Educational Needs & Disabilities

We are committed to using our best endeavours to provide an appropriate and high quality education for all children which enables them to:

- Achieve their potential
- Become confident individuals living fulfilling lives
- Make a successful transition to the next phase of their education

We have the highest aspirations and expectations for all pupils, including those with special educational needs. We aim to achieve a community where parents and staff work together in a positive manner with clear and consistent approaches to communication, enabling all children to achieve their potential. We aim to provide all children, including those with special educational needs and disabilities, with a broad and balanced academic and social curriculum. This needs to be accessible and ensures they are fully included in all aspects of school life and feel equally valued and fully part of the school community.

Our SENDCO is Mrs Eshelby and she can be contacted via the school office.



## School Policies

We publish our policies on our website <https://www.meadowdale.info/key-information/policies> If you require a paper copy please ask at the school office.

## Data Protection

The school is registered under the Data Protection Act 1984. Any information you supply to the school will be held and used only for the administration of the school and to support the education of your child/children. It may be held on computer databases.

If at any time you would like to verify the information that you have supplied, please contact the school office. We also ask parents to sign a photo consent form when your child starts school and these records are kept on file in the office and in registers.

## Equality

We are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life. We tackle discrimination through the positive promotion of equality, by challenging bullying and stereotypes and by creating an environment which champions respect for all. We believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

## Attendance

We want and expect our learners to attend school every day. We believe children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

## PTA

Meadowdale School Association is a group of parents and teacher representatives who meet regularly in order to plan, organise and promote events which benefit all of our children both financially and socially.

Each year they run a variety of events in school to help raise money to support in-school activities that benefit all the children. These include bingo nights, quiz nights, the Summer Festival, Christmas Fayre and more!

MSA are always looking for new members or volunteers to help out - so if you're a whiz at securing raffle prizes, designing flyers or manning a stall, please do get in touch via [msa@mdw.learnat.uk](mailto:msa@mdw.learnat.uk)



[www.facebook.com/meadowdale-schoolassociation](https://www.facebook.com/meadowdale-schoolassociation)

## School Governors

School governing bodies are responsible for working with the school to ensure that it delivers a good quality education. Together with the Head of School, who is responsible for day-to-day management, they set the school's aims and policies.

The Key Roles of Governors:

- To ensure clarity of vision, ethos and strategic direction
- To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent

We are very fortunate to have a strong and committed team of Governors here at school made up of Staff, Parents and Members of the Local Community.

To find out more please see <https://www.meadowdale.info/about-us/school-governors>



We are proud to be a member of Learn Academies Trust. Learn Academies Trust was established in 2016, and comprises a mixed family of 19 Church of England and Community Primary Schools across Leicestershire, including Leicester City.

Our Church Schools also benefit from being part of the larger family of 97 schools and academies within the Diocese of Leicester. All our schools are highly inclusive. Children and families from all faiths and none are welcomed, respected and embraced equally at every one of our schools.

**We believe in the power of education to transform lives.**

**We commit, in courageous fellowship, to the restless pursuit of our core aims of equity, well-being and excellence.**



## **Meadowdale Primary School**

Meadowdale Road  
Market Harborough  
Leicestershire  
LE16 7XQ

[office@mdw.learnat.uk](mailto:office@mdw.learnat.uk)

01858 465479

[www.meadowdale.info](http://www.meadowdale.info)



A member of Learn Academies Trust, a charitable company limited by guarantee, registered in England and Wales with company number 08095439

Registered Address: Long Street, Wigston, LE18 2AH