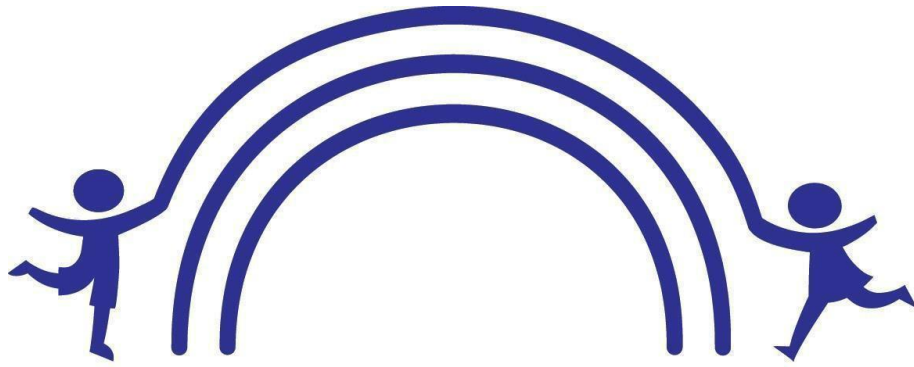




The Lanes
PRIMARY SCHOOL

*“Dream it, Believe it, Achieve it
through excellence”*

School Prospectus

Academic Year 2026/27

<http://www.thelanes.school>

The Lanes Primary School, Chilwell, Nottingham

Meadow Lane Site NG9 5AA

Cator Lane Site NG9 4BB

Head Teacher: Mr Pete Wilkes

Deputy Head Teacher: Miss Anna Hodkin

Assistant Head Teacher: Mrs Leah Wignell

Inclusion Leader: Mrs Emma Langon

Early Years Lead: Mrs Flora Griffin

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

Email: office@thelanes.notts.sch.uk

Website: www.thelanes.school

Chair of Governing Body: Mr Andrew Barker

Email: governors@thelanes.notts.sch.uk

The Lanes is part of the White Hills Park Trust.

<https://whptrust.org>

SESSION TIMES – MEADOW LANE SITE	SESSION TIMES – CATOR LANE SITE
Foundation 1 (Nursery):	YEAR 2: Morning: 8.45am – 12.15pm Afternoon: 1.15 pm – 3.25 pm
Foundation 2 (Reception): Morning: 8.40 am - 12.00pm Afternoon: 1.00 pm – 3.15 pm	YEAR 3 & 4: Morning: 8.45am – 12.15pm Afternoon: 1.15 pm – 3.25 pm
YEAR 1: Morning: 8.40 am – 12.00 pm Afternoon: 1.00 pm – 3.15 pm	YEAR 5 & 6: Morning: 8.45am – 12.15 pm Afternoon: 1.15 pm – 3.30 pm



Meadow Lane site



Cator Lane site

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 get in touch. 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.

*“Dream it, Believe it, Achieve it
through excellence”*

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

- We are a community of passionate educators who believe every child can succeed.
- We celebrate diversity and create an inclusive, caring environment where all feel valued.
- We nurture respect, empathy, and a love of learning, ensuring children feel happy, safe, and ready for future success.
- With high aspirations for every child, we empower them to flourish as confident, curious, and compassionate learners, who reach their full potential.
- Our curriculum offers breadth and balance, providing rich and meaningful opportunities which connect our children to the wider world.

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 - through excellence.**

Our school values are: **Aspiration, Pride, Responsibility, Resilience, Respect, Kindness.**

Class Organisation

The school is organised into 22 classes over two sites. Foundation 1 (Nursery), Foundation 2 (Reception) and Year 1 children are taught at the Meadow Lane site, while children in Years 2 to 6 are taught at the Cator Lane site.

School Staff

Teaching Staff 2026/27

<u>Names</u>	<u>Position and Responsibility</u>
Mr P Wilkes	Head Teacher
Miss A Hodkin	Deputy Head & Class Teacher
Mrs L Wignell	Assistant Head & Class Teacher
Mrs F Griffin	Early Years Lead & Class Teacher
Mrs E Langon	Inclusion Leader
Mr J Taylor	Class Teacher
Mrs R Verey	Class Teacher
Mr J Whaley	Class Teacher
Mrs J Johnston	Class Teacher
Mrs A Olson	Class Teacher
Mrs E Holyland	Class Teacher
Mrs C O'Brien	Class Teacher
Mr J Morris	Class Teacher
Mr D White	Class Teacher
Miss H Clarke	Class Teacher
Mr A Bacon	Class Teacher
Mrs F Pack	Class Teacher
Mr M Nunez	Class Teacher
Mr C Dale	Class Teacher
Miss H Pitts	Class Teacher

Mr T Grain	Class Teacher
Mr M Shaw	Class Teacher
Mrs R Roberts	Class Teacher
Mr C Cudworth	Class Teacher
Mrs C Taylor	Class Teacher
Ms T Malone	Class Teacher
Mr P Wilkins	Class Teacher
Miss L Strickland	Class Teacher
Miss I Myerscough	Class Teacher
Miss N Mahmood	Class Teacher
Miss R Howe	Outdoor Learning Teacher
Miss N Williams	Assistant SENCO & Class Teacher (maternity leave)
Miss S Buckley	Class Teacher (maternity leave)

Non-Teaching Staff

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Mrs L Ireland	Assistant Inclusion Lead	Mrs C Martin	Teaching Assistant
Miss A Shepherd	Teaching Assistant	Mrs H Horsburgh	Teaching Assistant
Mrs R Kaur	Teaching Assistant	Mrs B Butcher	Teaching Assistant
Mrs H Carré	Teaching Assistant	Mr M Butler	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	Ms A Toneva-Bosilkova	Teaching Assistant
Ms S Acheampong	Teaching Assistant	Mrs A Kania	Teaching Assistant
Miss M Foster	Teaching Assistant	Mrs N Walsh	Nursery Assistant
Miss C Campbell	Teaching Assistant		

Mrs J Colton	School Business Manager	Ms J Gosling	Operations Manager
Mrs A Newell	Clerical Assistant	Mrs J Dormer	Office Administrator
Miss R Wheat	Office Administrator		

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 our dinner provider, Aspens and we have our own kitchen to cook meals on site. The menus are carefully planned on a three-week cycle and are nutritionally healthy and well balanced. (Copies are 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 with notification of any allergies, intolerances or other dietary requirements. We will not be able to provide your child with a school meal until this form and authorisation is complete.** We do encourage the children 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.

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

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. **Owing to children with allergies, we are a ‘nut-free school’, therefore please ensure your child’s packed lunch does not include any nut products, eg bags of peanuts, cashews etc..**

From Year 3 to Year 6 payment for school meals can be made online via My Child At School (MCAS) – further details including log-on information will be sent home during the first two weeks of the Autumn Term.

The cost of a meal is £2.80.

From the start of the 2026-2027 academic year, free school meals eligibility is being expanded to all children from households in receipt of Universal Credit, regardless of household earnings. Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits below:

- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for [families with no recourse to public funds](#)

There will be two qualifying groups for free school meals:

- **Targeted free school meals** - households in receipt of Universal Credit with annual earnings of £7,400 or less.
- **Expanded free school meals** - pupils who do not qualify for targeted free school meals, but are in households receiving Universal Credit.

If you are awarded free school meals this will continue to the end of the 2026-2027 academic year, even if you

have a change in your circumstances that means you should not qualify for free school meals. All claims will be reviewed ahead of the 2027-2028 academic year.

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. Further information can be found online via <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

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. **Fizzy drinks, squash or flavoured water are not permitted in school.**

School Milk and Fruit Scheme – Foundation 2 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 £20 per term. Children who are entitled to free school meals continue to receive milk free of charge after their 5th birthday.

All children in Foundation 2, 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 High Road, Beeston or '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
- Grey, black or white socks

Book bags are also available for your child's school reading books.

PE Kit

Plain white/blue T shirts, black shorts/tracksuit bottoms, plimsolls and trainers, fleece top/sweatshirt. Children come in to school wearing their PE kit on their PE day – you will be informed of this by the class teacher. Children in Foundation 2 will need to bring their PE kit in a named drawstring bag.

Long hair should be tied back. Jewellery should not be worn in school at any time. It is inadvisable for children to wear earrings to school but small plain studs may be worn if parents feel that this is necessary. 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, or bones.

Any child who has been sick/had diarrhoea must be kept off school for a minimum of 48 hours since the last bout of sickness/stomach upset.

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 email 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. We will also expect the child to come back to school after an appointment if they are well.

Health Services

The school works very closely with the Healthy Family Team. In co-operation with the school and consent from parents, health checks may be carried out by the 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. 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. If your child is prescribed with an Adrenaline Auto-Injector (AAI), eg EpiPen, school will require your child to have 2 AAI in school. The school has a supply of emergency AAI and all staff have been trained in how to manage reactions to allergens.

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 and you can find out more information from the NHS website <https://www.nhs.uk/conditions/head-lice-and-nits/>. 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.

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

We work on the 3 B's – **Be Kind, Be Safe, Be Your Best.**

The staff at The Lanes recognise the importance of good behaviour in ensuring successful community life and positive attitudes to learning. At the core of our approach is building secure, trusting relationships with the children. We believe in a positive and consistent approach which encourages high standards of behaviour, respect for others, and emphasises the need to work together harmoniously. For our 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. We want our children to have a sense of belonging and feel valued, valuable and fulfilled. When this is not the case children are more likely to underachieve or to exhibit challenging behaviour. This belief underpins all our work with the children. Through our work in the curriculum we maintain positive relationships and communicate a clear set of expectations and values. In this way children will begin to recognise that, they are unique individuals with valuable contributions to make.

In the event of there being any challenging behaviour, the school will work with parent(s)/carer(s) and the child to identify what the child is trying to communicate. Strategies and support will be put in place and where necessary, external advice gathered.

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

The school's definition of bullying is repeated, intentional behaviour that hurts, frightens or excludes another person. It involves a real or perceived imbalance of power and can be physical, verbal, social or online. At The Lanes, we take all concerns about bullying seriously and act to keep everyone safe. All reported bullying will be thoroughly investigated and dealt with seriously in line with the school policy.

Attendance

Regular attendance is vital for achievement in school and therefore we monitor attendance rigorously. Our guidance and policy can be found on the school website.

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 £80 and £160.

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 will 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/carers. Staff are always very willing to meet individual parent(s)/carer(s) to give advice on ways in which help can be given.

THE SCHOOL WILL	PARENTS & CARERS WILL	CHILDREN WILL
• Provide a safe, welcoming, inclusive and respectful environment where every child is valued. • Provide a broad, ambitious and engaging curriculum that enables every child to learn and succeed. • Know our children well and respond to their individual needs. • Support children's academic progress, wellbeing and personal development. • Communicate important information clearly and in a timely way. • Listen to children and parents and work in partnership to resolve concerns. • Celebrate children's achievements, effort, progress and contribution to school life.	• Ensure their child attends school regularly and arrives on time, ready to learn. • Support the school's expectations, values, policies and procedures. • Encourage their child to be positive about school, learning and other people. • Support their child's learning, including reading and agreed home-learning activities. • Share relevant information that may affect their child's education, wellbeing or safety. • Communicate with school respectfully and work with staff to resolve concerns constructively. • Treat all members of the school community with courtesy and respect.	• Be Kind – treat others with kindness, respect and understanding. • Be Safe – make safe choices and follow the school's expectations. • Be Your Best – try hard, take pride in learning and keep going when things are difficult. • Listen to others and allow everyone to learn. • Take responsibility for their actions and learn from mistakes. • Ask for help when they need it. • Look after the school, the environment and each other.

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. This is an active group of parents who arrange lots of great events during the year

including discos, a Christmas Fair, Fireworks and many more. Any money raised is spent on the children in school to enhance their experience. The group are always looking for new volunteers, they can be contacted via friends@thelanes.notts.sch.uk

Curriculum

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

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

Early Years - The curriculum is crafted from a range of documentation including Birth To 5 Matters, Development Matters, the Nottingham Agreed Syllabus for RE and the Early Years Foundation Stage Statutory Framework. We also ensure rich meaningful experiences are planned into the curriculum to provide additional enrichment, for example visits to a farm, experts coming into school and session in our Outdoor Learning area. Children will learn through a mix of adult and child-initiated activities with play and creativity being at the core. Assessment is carried out through observations of structured play, conversations and child and adult initiated activities throughout the year.

The Early Years Curriculum is set out into 7 areas of learning as detailed below:

Prime areas:

- **Personal, Social & Emotional Development** – self regulation, managing self, building relationships
- **Physical Development** – gross and fine motor skills
- **Communication & Language** – listening, attention and understanding and speaking

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 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:

English – reading, writing, spoken language, grammar, punctuation and spelling

Maths

Science

The foundation subjects:

Art and design

Computing

Design and

Technology History

Geography

Music

Religious Education – Nottingham agreed syllabus
Physical Education
RHE (Relationships and Health Education)
PSHE (Physical, Social and Health Economic Education)
Languages (French)

The foundation subjects are taught through a topic approach which brings different subjects together to ensure learning is memorable. The key knowledge is carefully planned into engaging and purposeful activities and is enhanced by a range of visits/visitors and residential.

We have an Outdoor Learning Provision and employ a specialist teacher who provides outdoor learning sessions across the school.

Parent(s)/carer(s) may be asked for a voluntary contribution towards the cost of a specific activity. When organising school visits, we comply with the school'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 be cancelled.

The governing body has adopted the White Hills Park charging and remissions policy for schools. A copy of this is available on the website or in school.

Sex education - This is not taught as a separate subject but is in accordance with the guidelines issued by the Department for Education and approved by the Governing body. It is taught within our RHE, PSHE and Science curriculum at an age-appropriate level in the summer term each year. Parents will be informed of when this will be taught and the content covered during the lessons.

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 Nottingham and Nottinghamshire Education Authority.

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

Assemblies

Assemblies/collective worship take place throughout the week.

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 events: Harvest Festival, Christmas productions, and summer leavers' concert. The school has a close relationship with the local churches who will also provide input at assemblies throughout the year.

School holds a Star of the Week celebration assembly every Friday. This is where children's academic and personal achievements are celebrated with the whole school community and are linked to the school values.

School Reports/ Pupil Progress

The school considers it of vital importance that parent(s)/carer(s) receive regular updates both about the children's work 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 online reading platform - Beanstack
- Termly parents' meetings
- End of year annual report received in July
- A range of curriculum events to showcase the children's learning.

Newsletters, theme days, concerts and curriculum information meetings all help parent(s)/carer(s) to gain a greater insight into the work of the school 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 discuss this with the class teacher in the first instance.

School and Trust 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. They are also available on the school website.

School Security

The Trust and 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. Member of the Trust team regularly visit the school and discuss emerging issues and any challenges the school may face. Advice is sought from appropriate bodies such as the Trust, 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. The school has a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL) who, in cases where the school has reason to be concerned that a child may be subject to harm, ill treatment, neglect or other forms of abuse, will follow the Child Protection procedures established by the Nottinghamshire Safeguarding Children Partnership and also inform Social Care of the concern when appropriate. Our aim is to always work in partnership with parent(s)/carer(s) to ensure our children are safe and able to flourish. The designated safeguarding lead for the school is Mr Pete Wilkes and the deputy safeguarding leads are Miss Anna Hodkin, Mrs Leah Wignell, Mrs Liz Ireland, Miss Jo Gosling, Miss Natasha Williams, Mrs Emma Langon. If you have any concerns about child protection or safeguarding issues please email the school using the email address safeguarding@thelanes.notts.sch.uk.

Equal Opportunities

The Lanes Primary School is fully committed to equal opportunities for all in accordance with White Hills Park Trust 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?

The Academy Trust is the Data Controller. They have the ultimate responsibility for how the schools and trust central team manage data. They delegate this processing to individuals to act on their behalf, that is the central team and the relevant school staff in each setting.

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.

Access to Regulations

Parent(s)/carer(s) wishing to see documents relating to educational procedures should contact the school office. All policies, schemes of work and termly planning are available in school.

Data Controller: White Hills Park Trust

Data Protection Officer: James McDonald

School Data Protection Lead: Jo Gosling

The Lanes Primary School Admissions Procedure

The Pupil Admission Number (PAN) for our Foundation 2 classes is 90. We admit all children into school in September which is in line with Nottinghamshire County Council Admissions procedure. The Foundation 2 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. During the Summer term before the children start, the staff will make visits to any pre-school settings or homes if necessary to begin to build relationships with the children.

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.

In Year admissions

Should your child already be in full time education and you are looking to move them to The Lanes Primary School, it is a requirement that parent(s)/carer(s) apply directly to the local County Council. We would welcome you to come for a visit and we can answer any questions you may have.

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 a range of schools including Chilwell School (our feeder), Alderman White and George Spencer. 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. Where necessary some children receive enhanced transition arrangements.

For further information regarding admissions please refer to 'Nottinghamshire County Council – Admissions to School – Guide for Parents 2026-27. This can be accessed at <https://www.nottinghamshire.gov.uk/education/school-admissions/hub> or on the school website <https://thelanes.school/admissions>

A copy is also kept in school.

School Governors

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

Working with the Trust, the pupils and staff, they 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 (FPP) committees.

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 or member of the Leadership Team 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.

Please see the policy on the school website for more details.

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 2026-27 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 2026-27 or in any subsequent years.