

Tel: 368075
Ref. P. 1978/14.

Dobcroft Middle School,
Pingle Road;
SHEFFIELD, S7 2LN.

December 1978.

Dear Parents,

The enclosed booklet has brought together information about the school which you may find helpful and interesting, both in understanding the character of the school itself, and contributing to its smooth running in practical procedures.

One copy per family is being issued, and we ask you to read and observe its contents, and keep the booklet for permanent reference.

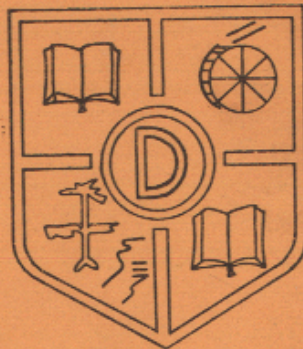
The loose Appendix Sheet will be updated from time to time as required, probably annually.

Yours sincerely,

J.G. Manterfield.

DOBCROFT MIDDLE SCHOOL

INFORMATION FOR PARENTS



Headmaster: J. G. Manterfield, B.A.

Age Range: 8—12 years

School Hours: 8.50 a.m. to 12.00 noon
1.20 p.m. to 4.00 p.m.

School Address:

Dobcroft Middle School,
Pingle Road,
SHEFFIELD S7 2LN
Tel: 368075

Local Education Authority:

Sheffield Metropolitan District,
Education Department,
Leopold Street,
SHEFFIELD S1 1RJ
(P.O. Box 67)
Tel: 26341
Chief Education Officer:
G. M. A. Harrison, M.A.

INTRODUCTION TO DOBCROFT MIDDLE SCHOOL

Dobcroft was founded in 1969 as a Junior and Infant School for pupils between 5 and 11 years, in the building now used as Dobcroft First School. In 1971 the Middle School building was added and began to function as a separate Middle School for pupils of 8—12 years age-range in 1972.

The building was purpose-built for the specified age-group, and, as in the First Building, the divergence from school design of former years is obvious and reflects trends which have developed in recent years as the outcome of mutual study and consultation by architects, administrators and teachers throughout the country, aiming to provide a working environment in which the best modern educational practice may be put into effect.

The typical school building consisting of a series of box-shaped classrooms or specialist rooms connected by a network of corridors and/or staircases, but inevitably remaining separate from one another, with which we are all familiar from the past, implied an internal organisation in which pupils were arranged in more or less fixed groups of average class size, with a tendency to treat them "en bloc" as classes, pursuing common activities at the same time and pace, rather than as individuals with varying needs. Teachers now seek to vary the type and pace of work to cater more widely for the educational requirements of their pupils, and also to integrate more closely the different parts of the learning experience, and a great deal of time is now spent in pupils working in smaller groups or on individual assignments, with the teacher guiding, and discussing work alongside the child, providing materials, equipment and organising stimulating learning situations, in addition to conducting the lecture type lesson. The purpose of the functional design of our building is to remove some of the restraints and limitations of box-type design, and to offer the teacher a more flexible and adaptable environment, and the pupils more continuous and ready access to the fuller and more varied resources of the whole school.

The Middle School is based on four teaching units, arranged in two linked pairs, for use by the Upper and Lower Years respectively, grouped in a lay-out with a more or less continuous flow around an open court, all parts having easy access to the library/resources area which in addition to housing the central collection of information books and other reference material, provides accommodation for individual study or for groups engaged on quiet work of a settled nature. On the opposite side is the Concourse designed for dual use as dining/learning space with easy access to the kitchen servery separated throughout the working day by a folding partition, and suitable for many kinds of group or individual work within bays formed by furnishings. Specialist subject needs are met by a Music/Audio Visual Room, and bays for Domestic Science and for crafts including pottery and woodwork, and all teaching units have fixed benching with water supply. The spacious Hall is placed on a corner of the building, allowing its use at any time without interference with teaching areas, and acts as assembly space and as gymnasium with a good supply of agility apparatus, and is acoustically an excellent hall for ensemble music.

The building provides premises which are functionally efficient, making maximum productive use of space, surfaces, and equipment, and is aesthetically attractive. In several particulars it may be noted that a domestic rather than institutional atmosphere has been produced, helping the establishment of natural and unstrained personal relationships, and acoustics help to reduce noise to conversational levels and so aid natural communication. The flexibility of the building in use of space allows staff to work together in teams of varying sizes and to vary the size and formation of working groups of pupils to suit the needs of the work in hand.

The two Dobcroft schools are situated within a delightful campus, with several asphalted playing spaces, surrounded by spacious grassed areas and field game space, with an area of natural woodland and a stream, with a pool, flowing through the site crossed by three bridges.

THE CURRICULUM

In addition to regular structured course work in the basic subjects of MATHEMATICS, ENGLISH, and READING and WRITING Skills, always a substantial and integral part of the curriculum followed by each child, the teaching programme contains the following:—

INTEGRATED STUDY. This is an extended study on some topic or centre of interest and is so planned and applied that it leads to many types of work at varied levels of ability, embracing a wide range of scholastic skills and areas of knowledge. It is through the integrated study that much of the content of work under the traditional subject labels such as History, Geography, and some of the Science occurs, as well as having wide openings into English studies and expressive arts and crafts. Many of the important learning skills such as library research, experimentation and reporting and recording of facts are also established here. Educational visits and practical work often form part of Integrated Studies.

SCIENCE. Whilst many topics in Integrated Studies contain science, separate studies of a General Science nature supplement this. Aspects of Health Education and Sex Education are taken within this framework.

FRENCH is taken by all pupils throughout the four years of the school, taught by specialist staff. There are opportunities for visits to France and we have a School Link with a French Secondary School.

MUSIC is a class subject for all pupils and there are extensive voluntary musical activities in the form of instrumental teaching by peripatetic teachers working in conjunction with our own specialist music teacher.

HOME ECONOMICS is a further specialist subject followed by all pupils of both sexes.

ART AND CRAFTS in a variety of media are taken by the general teachers both within the Integrated Studies and as a separate part of the curriculum.

LITERATURE including Poetry and DRAMA are usual parts of the syllabus either within the Integrated Studies or separately.

PHYSICAL EDUCATION is included for all pupils, comprising movement work and gymnastic skills and indoor and outdoor games, and swimming is a normal timetabled subject taken at Council Swimming Baths for all pupils in older years.

RELIGIOUS EDUCATION is by law a compulsory subject within the curriculum of the school, though any individual may withdraw from the Religious Education lessons or the School Worship on grounds of conscience, and parents should inform the Headmaster if they wish to exercise this right.

Much of the curricular work will lead to interests and factual research out of school, and a fostering of these wider interests is highly desirable. The setting of formal homework exercises is not part of the school policy for pupils at this age. Where supportive help from parents to meet some specific need is considered desirable the Headmaster will discuss this with the parents concerned.

CLASS ORGANISATION

The arrangement of classes is based on "Tutor Groups" of normal class size, each containing pupils of mixed ability and covering a two-year age span. Several tutor groups together form a team and these classes work together in close co-operation and consultation, with more than one member of the staff usually being involved in the teaching of any one child. This enables actual teaching groups to be formed in a way which overlaps tutor groups, and which may vary within the working day according to pupil need, with pupils drawing on the combined strengths and interests of several individual general teachers in addition to the subject specialists.

The Tutor is, none the less, the key figure in the child's education, responsible for his or her educational progress, pastoral care, and school administration, and it is the child's tutor, or the Headmaster whom you should usually consult on matters concerning his or her education.

PARENT CONTACTS

At various times opportunities are given for formal meetings between staff and parents to discuss pupils' progress, of which notification is sent out to each parent as they occur, but discussion is welcomed about any matter at any time throughout the year. An appointment arranged through the School Secretary is helpful so that time may be organised, but is not essential if you have some urgent question.

Whilst the parental activities have not been formalised into a P.T.A. for the Middle School, meetings for discussion, lectures, seminars, or school functions to which parents are invited occur within every term. Many social and recreational activities for parents are organised by the Dobcroft First School Association to which Middle School parents may belong. (Yoga, Keep Fit, Badminton, Bridge, Youth Club and Dancing Sections etc.)

CLUBS AND RECREATIONAL ACTIVITIES FOR PUPILS

A wide range of leisure activities is held during lunch hours or after school. e.g. Chess, Gymnastics and Athletics, Football, Rounders, Netball, Badminton, Orienteering, Cycling Proficiency, Choirs. (Further information re current arrangements from school staff).

GENERAL PROCEDURES AND INFORMATION

CLOTHING. School uniform is optional, but preferred. Maroon blazers and woollens. Grey trousers, skirts. Gold shirts and blouses. School tie maroon with narrow diagonal gold stripe. School badge.—Suppliers Cole Bros. Barkers Pool, Sheffield 1.

Plimsolls, shorts and P.E. blouses (lemon aertex suggested) or leotards may be needed on any day and should be readily available. Please provide a string-top bag (with name) for P.E. clothing.

Details of other games wear, please consult teacher in charge of team.

Swimming wear required for older years (M2 upwards)

Protective clothing (smock, apron, old shirt) is useful for occasional use when working on some crafts.

Please make sure that ALL items of clothing and personal possessions are marked with the child's name (not forgetting footwear, including wellingtons, and all items likely to be changed for P.E.)

A change of footwear is appreciated in dirty weather.

MONEY and VALUABLES. Whenever money has to be brought by pupils please provide a purse, or suitable receptacle, *with name*. No loose coinage or notes in pockets, please. Reduce to the absolute minimum the carrying of valuables to school by children. We are not able to provide personal lockable safe-keeping for pupils' possessions. Children should ask teachers to take charge of valuables when changing for P.E. etc. or on rare occasions when they must bring a valuable item, but inconvenience would be caused if many items needed to be kept.

ILLNESS OR HOLIDAY. Please inform the school by a note or telephone of reasons for any absence from school, as soon as possible on each occasion.

Please inform the school by a note to the child's tutor or swimming teacher, when you wish him or her to be excused from P.E. or swimming for minor illness.

A list of dates of terms and holidays is prepared early in each school year. Please avoid taking holidays during session if possible, in the child's best interests. If this is unavoidable, inform school in advance.

VEHICULAR APPROACH TO SCHOOL

In the interests of safety of pupils it is desirable for parents to avoid driving into school grounds, or turning into the cul-de-sac part of Pingle Road when bringing children to school or collecting them. To set down and pick up on Whirlowdale Crescent (sufficiently away from intersection with Pingle Road to avoid congestion and blocking the view of the junction), is advised. Also please avoid turning in the road or using the crossroads as a reversing bay, and let children alight on the pavement side, not into the carriageway.

N.B. The temptation to disregard the above is greater in bad weather—when of course, the danger is even greater. Please BE SAFE.

SAVINGS SCHEME

The School Bank operates through the National Savings Bank (Post Office) and transactions are done on Wednesday mornings at break. Small deposits and withdrawals through the child's school bank book. Balance above £1 usually transferred into Post Office Account. Further details from School Secretary.

SCHOOL MEALS, MILK AND FINANCIAL BENEFITS

Payment for school meals is made through the child's tutor, and we prefer to take cash for the whole week on the first school day, though payments may be made on any day as required.

Children may bring their own packed lunches, but must inform their tutor each day and must eat together under supervision, and will need to look after their own food package during the morning.

Families drawing Supplementary Benefit or Family Income Supplement, and some other families above this limit (depending on Nett Income after important allowable deductions) are entitled to free meals, but application must be made through Education Dept. Some also qualify for clothing benefits.

Scales are circulated periodically, but for further information apply to Headmaster or to Education Offices, P.O. Box 67, Leopold St. Sheffield S1 1RJ.

From time to time when educational outings are arranged, expenses for travel, or other costs are requested from parents. The school is anxious, however, that no child should be unable to participate by reason of inability to meet the expenses. Where there is genuine need, please speak to the Headmaster or Tutor and sympathetic and confidential help will be given if possible.

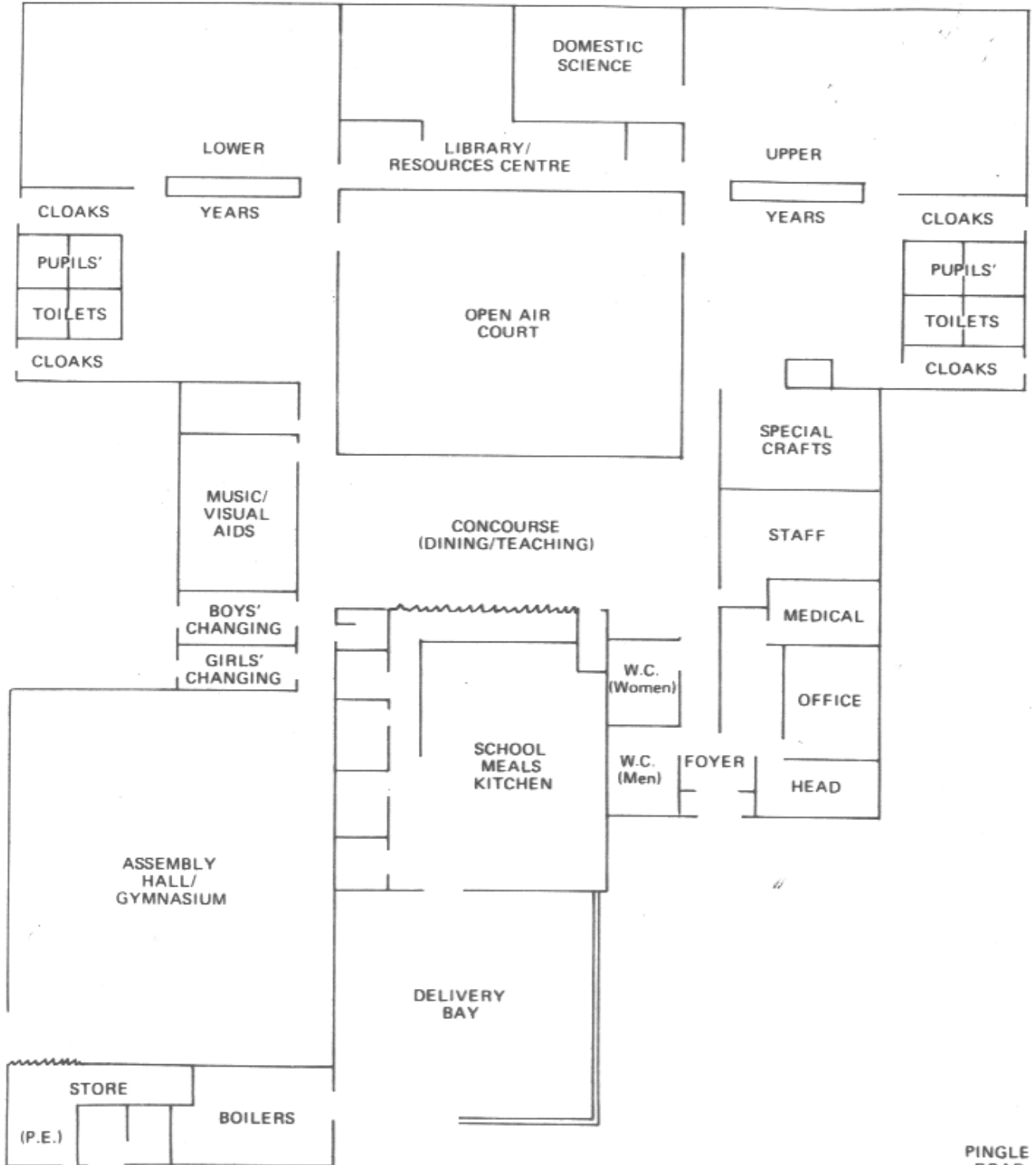
Milk is available without charge for each pupil who wishes to have it.

COMMUNICATIONS TO PARENTS

From time to time letters and other information are sent by hand. Please train your child to deliver these reliably, and read them when received. To help in this, notes sent out which affect the whole school bear a Reference Number consisting of P. Year/Serial No. e.g. P.1978/9. You will thus be in a position to realise if an item has gone astray, and make enquires about details. We do our best to send out by post or by another child any communication issued when a child is absent.

It is *very important* that we should be able to contact a parent or other responsible relative in the case of accident to, or illness of, a child during school hours. The appropriate telephone contact should have been entered on the Registration Form filled in by the parent when the child was admitted to school. Please keep us *up to date* on this information by informing school secretary or child's tutor if circumstances alter, either permanently or temporarily, and also inform us of any change of address as it occurs.

SKETCH PLAN OF DOBCROFT MIDDLE SCHOOL



APPENDIX—1978-79

STAFF

Headmaster: Mr. J. G. Manterfield, B.A.

Deputy Head: Miss E. Wright (M3/2)

M4/3 Years

Mrs. J. M. Mettam
Mr. J. A. Griffiths
Miss E. M. Grimmer, B.Ed.
Mr. T. M. Richmond
Mrs. S. L. Allen

M2/1 Years

Mr. R. F. Taylor
Mrs. V. Carrack
Mrs. G. E. Thurley
Mr. S. J. Cole
Mr. P. Flavell, B.A.

Specialist Subjects

Mrs. P. A. Roberts (French)
Mrs. J. M. Whiteley (Home Economics)
Mrs. E. J. Peters, B.A. (Mus.) (Music)

Non-Teaching Staff

Secretary: Mrs. M. J. Perrins

General Assistant: Mrs. D. Middleton

Caretaker: Mr. J. Howsam

Chairman of School Managers: Mrs. M. L. Frost, 24 School Lane, Norton, Sheffield, 8

Vice-Chairman: Mrs. B. A. M. Gardiner, 86 Clarkehouse Road, Sheffield, 10

Parental Representatives on Managing Body:

Mrs. K. M. Preston, 38 Kingfield Road, Sheffield (Tel: 53968)

Mr. P. H. Fielden, 112 Silverdale Road, Sheffield, 11 (Tel: 350633)

Mr. G. E. Wiley, 112 Button Hill, Sheffield, 11 (Tel: 360726)

Dobcroft First School Association (Membership open to Middle School parents)

Secretary: Mrs. V. Wiley, 112 Button Hill, Sheffield, 11 (Tel: 360726)

EXTRA-CURRICULAR ACTIVITIES

The following are the main leisure activities for pupils currently followed on a regular basis in school. For further information, please refer to the staff member named.

BADMINTON—Miss Grimmer

CHESS—Mr. Cole

CHOIRS—Mrs. Peters (M3/4); Mrs. Allen (M1/2)

CYCLING PROFICIENCY—Mr. Griffiths

FOOTBALL—Mr. Taylor

FRENCH SCHOOL LINK & EXCHANGE VISITS—Mrs. Roberts

GUITARS—Mr. Flavell

GYMNASTICS—Mr. Griffiths

MAPPING—Mrs. Mettam

NETBALL—Mrs. Allen (M4); Mrs. Thurley (M3/2)

ORIENTEERING—Mr. Cole

ROUNDERS—Mrs. Allen; Mr. Griffiths

TROPICAL FISH—Mr. Flavell