



2025-2026

**Welcome to Sutton Road Primary School
and Nursery**



Executive Head Teacher

Nicola Davies

Head of School

Emma Severn

Chair of Governors

Rebecca Jackson

**Sutton Road Primary
School**

**Moor Lane
Mansfield
Nottingham
NG18 5SF**

P.R.I.D.E.

Personal Responsibility In Delivering Excellence

We are delighted to welcome you to Sutton Road Primary School & Nursery, a friendly, happy school, where every person really does matter! We believe every child is unique and with this in mind, we work hard to make sure our children are safe, have lots of fun and fulfil their potential.



Telephone (01623) 455920



E-MAIL: office@suttonroad.org

<https://www.suttonroad.org/>

www.facebook.com/SuttonRoadPrimaryandNursery/

@SuttonRoadPrimaryandNursery

Welcome

A word from Emma Severn, Head of School



I am pleased to welcome you and your family to Sutton Road Primary School.

I became Head of School at Sutton Road Primary School in September 2019 joining a fabulous team of teachers and support staff. Prior to this I had worked very closely with the Executive Headteacher Nicola Davies and the school staff in my previous role as Head of School at our Collaborative school Holgate Primary School in Hucknall.

When visiting Sutton Road Primary, you will see we are a very large primary school in the centre of Mansfield, a large outdoor space for our children to play and explore and 4 separate buildings in which our children spend their school day.

We have high expectations of all our children and strive for them to achieve their very best during their time with us. We believe strongly in developing the whole child and ensure that our curriculum is supported by strong pastoral support. Our staff work hard to deliver a curriculum that provides opportunities for our children to develop their academic skills and knowledge, but also their curiosity, resilience and their desire to learn; all skills and attributes that will make them successful in their adult lives. We all take pride in our school and are committed to supporting all of our children through their primary years in becoming polite, successful and motivated young people.

A word from Nicola Davies – The Executive Headteacher

We are a popular and successful Primary School situated close to the town centre of Mansfield. I have previously worked at the school for a number of years becoming its Headteacher in 1999. This evolved into me becoming its Executive Headteacher when we commenced our work supporting other schools in the locality in September 2012 leaving the school's day to day leadership in the extremely capable and excellent hands of Emma Severn as the Head of School.



We believe wholeheartedly in being an outward looking Primary School, which embraces working closely with other schools and establishments in order to continuously evaluate, reflect and drive further developments and improvements in all aspects of our provision for the children we serve.

It is this intrinsic belief in true **collaboration** as one of our core values that led us to form a formal collaboration with our partner, Holgate Primary School (in Hucknall), which we have been in since 2014. Through this strong working ethos, the growth of our shared expertise has been immense, and we have attracted and established formidable experts and outstanding practitioners at both of our schools. This has helped our standards to rise across both schools and enabled our children to experience some fantastic opportunities to enhance their learning and discovery of the wider world than would have been possible as a stand-alone Primary school.

Our School Aims

- Ensuring our children feel safe and know how to keep safe.
- Ensuring our children know how to be healthy and stay healthy.
- Ensuring our children enjoy school and achieve their full potential.
- Ensuring our children know how to make positive contributions to their school and the wider community and are given opportunities to do this.
- Ensuring our children understand that what, and how they learn in school is the key to securing their future well-being.

Our Collaboration

Sutton Road Primary School is currently in a formal collaboration with Holgate Primary School in Hucknall.



This means that we share a lot of information across the schools including resources, lessons and staffing.

As part of this collaboration, we have shared staff who work across the schools such as Mrs Harvey, Executive Inclusion Leader and of course Mrs Davies our Executive Head Teacher.

The support that the schools receive by working together is invaluable and benefits both the pupils and the staff in school.

Our Academy Trust.

Sutton Road Primary School joined the **Transform Trust** in August 2024.



“We are an innovative Multi Academy Trust, established in 2013. We currently have 26 member schools with new schools continuing to join us. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus. We promote the autonomy of each of our schools by operating as an enabling organisation.”

About Us

Admissions

Our School uses the standard admission criteria agreed by Nottinghamshire Local Authority

If your child lives in Nottinghamshire, you must apply for a school place through Nottinghamshire County Council, even if the schools you want are outside Nottinghamshire.



For enquiries about admissions, you can contact **Nottinghamshire County Council** by:

- Visiting the Nottinghamshire website at <http://www.nottinghamshire.gov.uk/learning/schools/admissions/>
- Tel: 0300 500 8080
- Post: The School Admissions Team, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA

We welcome visits to the school, please contact the main office to arrange an appropriate time.

Nursery Admissions:

If you require a place in nursery (Foundation 1) then please contact the main office or log onto the school website and complete a Nursery Application form.

<https://www.suttonroad.org/>

Key School Information



**School starts at 8.40am (doors open at 8.30am)
For children in F2 - Year 6**

School finishes at 3.10pm

Nursery (Foundation 1)

8.30 - 11.30am

Morning session

12.15 - 3.15pm

Afternoon session

Entering School

Children and families should enter the school playground before the start of the school day, most children play on the playground near their classroom at this time.

The classroom doors open at 8.30am and children can begin to make their way into class, then learning begins at 8.40am.

During the school day the school gates are locked to ensure all our children are safe throughout the day, all gates to the site are locked from 8.50am – 3.00pm.

Entry to the school site is via the main school gate opposite the shop. Please press the buzzer for the Office Staff to release the gate.

Please note dogs are not allowed on the school playground.

Smoking or vaping is not allowed on the school site.



Attendance and Lateness

It is very important that your child attends school every day and we encourage attendance through a range of school rewards.

It is also important that your child arrives on time to start their learning at 8.40am. If for any reason you arrive late, please enter school by the main school gate and inform the School Office staff of your child's arrival and they will mark them late in the register and ask if a school meal is to be ordered.

If your child is going to be absent from school please contact school immediately (by 9.15am at the latest) by phone 01623 455920, email office@suttonroad.org or by the Parentmail App.

Please contact the school office and they will be happy to help if you have any questions or require support.



Holidays During Term Time

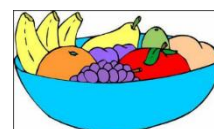
If you decide that you need to take your child out of school during term time due to extenuating circumstances, holiday forms are available on our website.

However please be aware that all holidays during term time are unauthorised and could result in a Penalty Notice being issued in line with the Local Authority guidance.

Further information can be found in our attendance policy on the school website

Playtime Snacks

We only allow fruit or a **healthy snack** at playtime. Fruit is provided free to all F2 and KS1 pupils.



We run a **Tuesday Tuckshop** each week, parents can order an item of food for their child and pay via Parentmail.

Cool Milk



Throughout your child's time in Sutton Road Primary School milk is provided. Until the age of 5 years milk is free. Unless your child is in receipt of free school meals, after your child's 5th birthday milk must be paid for.

Parents who wish their child to have school milk will need to register with Coolmilk — www.coolmilk.com the company who operates the School Milk Scheme on behalf of Nottinghamshire County Council. Parents of children under 5 years will also need to register their child for them to have milk. For further details and to register please see the office team.

Lunch Times

Parents and children have the choice for the child to have either school lunches or bring in sandwiches from home.

When the children arrive in school in the morning when the register is taken children will be asked if they are having a school meal or if they have bought sandwiches from home.

All meals are to be purchased via our electronic cashless payment system- Parentmail.



For details of how to access please see separate sheet in your welcome pack.

Water is always available at dinner time or children may bring their own juice for lunchtimes only.

No fizzy drinks or sweets are allowed, and only chocolate covered biscuits, not chocolate bars in their lunch boxes.

Free School Meals



Children may qualify for free school meals if they attend a Nottinghamshire County Council School and the parent/carer receives one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part 6 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

How to register for Free School Meals

You can register for free school meals online, there is a link on our school website or by telephoning: **0300 500 80 80**. The information needed to register includes:

- Personal details (including national insurance number and date of birth) for the parent/carer
- Child's details in full including their date of birth and the school they attend.

If eligible for free school meals, the start date will normally be within two working days of parents contacting Nottinghamshire Council and entitlement being verified. We will also write to confirm the date the child's free school meals and milk will start.

You may not want your child to have the free school meals but if you are entitled to them please claim.

All children that are Year 3 and above will need to pay for their school meals. Please contact the school office if you require any help completing the relevant forms

Also, if your child is Pupil Premium you will receive an additional £20 uniform discount at the end of the year in July. If a year 6 Pupil Premium child is eligible for this then they will be given a gift of stationery supplies to support with moving on to their next school.

All children in Foundation Stage 2 and Key Stage 1 are entitled to a Universal Infant Free School meal.

You still need to register and claim for free school meals in order to access the many additional financial benefits as stated above.

Explosion - Breakfast and After School Club

We have a Breakfast Club on site, which runs before school starts and an After-school Club which takes place once school is finished.

This is not run by school but is held on the school site.

Places **must** be booked in advance.

Children are taken to their classes at the end of the Breakfast Club and collected from their classes to be taken to the After School Club.

Opening times for Breakfast Club are: 7.45am to 8.40am.

Opening times for After School Club are: 3.10pm to 5.45pm.

An information leaflet is available should you wish to use this facility, please pop into the school office and they will share all information.

Lucy Winfield is the lead of Explosion club.



Safeguarding

There are a number of Designated Safeguarding Leads (DSLs) in our school and a designated governor. If you have any concerns about the safety or care of a child, please speak to a member of staff.

As a school we are vigilant in dealing with concerns that arise or that staff observe and take the relevant action in accordance with the Notts Safeguarding Children's Partnership.

Our Safeguarding Leads are:



Mrs Davies



Mrs Severn



Mrs Harvey



Miss Armstrong



Mrs Mitchell



Mrs Skeavington



Mr Wakeland

Religious Education

The Nottinghamshire Agreed Syllabus RE teaches us the significance and impact of religions as well as how different religious teachings influence an individual. RE teaches us how to be an individual and emphasizes the importance of being yourself, no matter what. We will also be looking at different world views on issues.

If you don't not wish your child to participate in religious worship or instruction, we are happy to make other arrangements but ask that you meet with our RE lead to discuss this beforehand.

School Uniform

We believe that a school uniform is important for the following reasons:

- It looks smart and gives a sense of belonging
- It eliminates social problems caused by latest fashion trends
- It contributes to a feeling of pride within our school.

We ask that all children wear the uniform and we encourage them to maintain a good standard of clean and tidy dress in school.

Long hair should be tied back with appropriate discrete school - coloured hair accessories.

Parents and carers can obtain uniform from:

- The Schoolwear Centre www.schoolwearsolutions.com
- Or can be bought more widely from high-street retailers/supermarket.
- Requests for nearly new uniform items can be made via the school office
- Pre-loved uniform is available to purchase through Cress.



Polo shirt:	black, red or white – with optional logo
Blouse/shirt:	(optional) white
Jumper (or sweatshirt/cardigan):	Red or black - with optional logo
Fleece jacket: (optional)	black zip-up with optional logo
Skirt / Pinafore / trousers:	black / grey
Shoes:	dark coloured, sensible leather-type sturdy shoes or boots with no more than 1 inch heels. Soft footwear is not safe or appropriate for school.
Socks / tights:	grey, black, red or white socks
Summer Dress (optional):	red and white checked



We use a company called Cress where all our pre-loved uniform is available to purchase at a discounted rate. Our hope with this initiative is to create a more sustainable school and community.



Simply scan the QR code to go to our school shop **OR** visit the website at wearecress.com

Physical Education (PE)



Your child will be doing P.E. every week.

Our P.E. uniform is:

T-shirt:	preferably white
Shorts:	black
Plimsolls:	for indoors
Trainers:	for outside games
Tracksuit bottoms / leggings:	preferably dark colours
Tracksuit tops / sports tops:	preferably dark colours

Children are to bring their PE kit in a bag every week so that they can change into their PE kit in school.

For insurance purposes we have a strict rule that NO jewellery is to be worn for P.E. including earrings.

(We advise having ears pierced during the beginning of the summer holiday)

Swimming

Pupils will also have the opportunity to go swimming during their time at Sutton Road Primary School.



For swimming a full swimming costume (not bikini) or swimming trunks should be worn – N.B. swimming shorts are not allowed at the swimming baths for health and safety reasons.

Swimming hats must be worn over long hair. A towel will be needed from home.

Long hair must be tied back in a ponytail and earrings must be taken out. The children will also need a towel from home.

Please be aware NO jewellery must be worn for swimming.

These are Nottinghamshire County Council policies.

Communication



All letters and information will be sent to our parents via email through our Parentmail App.

To receive emails parents / carers need to ensure we have up to date details. Parents may also register their mobile number with school allow us to send text messages for example, to remind parents of events, payment dates etc as well as short notice school closures.

Please speak to the School Office for assistance.

Please check your emails regularly to ensure that you keep up to date with what's happening in school.

We also have a school website that has lots of information about what's happening in school, key policies and key information - <https://www.suttonroad.org/>

We can also be found on Facebook -

www.facebook.com/SuttonRoadPrimaryandNursery/ @SuttonRoadPrimaryandNursery

If you wish to discuss anything or have any concerns, please speak to your child's class teacher who will be able to support.

If you wish to speak to one of the senior leaders, then please contact the school office and make an appointment.

Fundraising, Events & the Friends of Sutton Road group

We have regular fundraising events throughout the year; Friends of Sutton Road organise these events and are always looking for new members.



Anyone is welcome to help, please let the School Office staff know if you would like to help and they will pass your name to the Friends of Sutton Road.

During the year there are also sponsored or charity events which school participate in, e.g. Red Nose Day, Children in Need, Jeans for Gene's Day.

Clubs

There are many after school sessions/clubs at our school. Children and parents are informed of any after school activities they can attend through letters and messages via our Parentmail App.

If your child wishes to attend, then you can book a place and pay the necessary payments via the PARENTmail App.

The clubs change regularly so keep a look out for letters and emails and check out our school website.

The information in this booklet is true at the time of print and may be subject to change. More information will be added to this school booklet as the year progresses.

Updated September 2025.