



THE  
DIOCESE OF  
SHEFFIELD  
ACADEMIES  
TRUST



# Prospectus

## 2025-2026





## Letter from the Headteacher

Dear Parents & carers,

**Welcome to Totley All Saints, our amazing school!**

We are delighted to provide you with our prospectus which should give you a flavour of all the great things that your child can look forward to when starting at our school.

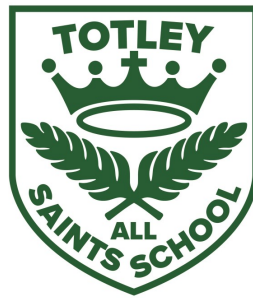
Totley All Saints is an extremely special school & is very well loved by its children, staff & parents.

We strive to provide “everyday excellence for every child” a top quality education, an extremely caring atmosphere & one where children can fully thrive & reach their full & amazing potential!

We look forward to working closely together with you throughout the first steps of education of your child!

Miss Melissa Drake  
Headteacher





## Letter from the Chair of the Local School Board

Dear Parents and carers,

On behalf of the Local School Board I am delighted to welcome you to the Totley All Saints School prospectus. We'd like to thank you for showing an interest in our school and hope that, through these pages, you will be able to get a real understanding of what a special place Totley All Saints School is.

As school board members, we are enormously proud to be part of both the local community and the leadership of TASS. Whenever we visit the school, we are always impressed by the hard-working, calm and happy atmosphere we see. We are fully committed to working with Miss Drake and all the staff, the children and parents/carers to ensure that we keep supporting our pupils to inspire each other, believe in themselves and succeed in all areas of life, but at the same time ensuring the pupils are happy, motivated and safe.

Kind regards,

Chris Walch

Chair of the Local School Board







## Contents:

Our Vision	5
History and environment	6
What is a church school?	6
Behaviour in school	7
A safe environment	7
Sporting opportunities	8
IT facilities	8
Starting School– foundation stage curriculum	9
Getting to know your school	9
School meals	9
School events & extracurricular activities	10
PTA	11
Timetable of School Day- Before and after school provision	12
Child protection	13
Equal opportunities & inclusion	13
SEND	13
Dress code	14
Teaching and learning	15
Parents evenings	16
School procedures for absence	16
Concerns or complaints	17
The staff team	18
Local Governing Body	19
Appendix	20



## Our Vision

### **‘Every day excellence for EVERY child’**

At Totley All Saints Church of England Primary School, we aim to be an exceptional school with Christian values at the very heart of the community. We recognise that children are a precious gift from God, made in His image and, as such, have infinite worth and value. As a result, we commit ourselves to providing an environment based on love and mutual respect where every child and every member of staff can thrive and is supported to achieve their unique and amazing potential as children of God.

**“I have come that they may have life, and have it to the full.” John 10:10**

Our Christian ethos promotes life to the full, values all children as individuals and encourages their moral and spiritual development, so that they can become courageous advocates in a rapidly changing world. Together with our families, churches and wider community, we aim for all children to succeed in body, mind, heart and spirit.

## Our Mission

In pursuing our Vision, we believe our students will grow up aware of their value and that of others, seeking to live lives to the full, making a difference to their community, our country and to this world. The school will promote good health and fitness, perseverance, optimism and a “can-do” attitude. We will celebrate the success of every child, encouraging them to take pride in their own achievements as well as in those of others through a creative curriculum that is tailored to their needs. Children will have opportunities to build their confidence, skills and the self-esteem needed to be successful through the application of our vision in all aspects of school life. At all times we will seek to inspire children with a love of learning which will remain with them throughout their lives. Staff will have access to high quality professional development and will be nurtured and supported to be the best that they can be for the children.

Compelled by our Christian vision, we value and care for everyone in our school community completely, equally and unconditionally. The Bible depiction of love is one that “always protects, always trusts, always hopes always perseveres.” (*Corinthians 13: 6-7*). For us this will mean promoting individual and collective responsibility to respect and protect the rights of all, regardless of race, religion, age or ability to develop a healthy caring community where all children have a sense of their personal identity and worth.

We will seek to constantly adapt & improve, listen to parents & children and have ongoing reflection and debate amongst stake-holders.

## Our Values

We actively seek to promote the teachings of Jesus & particularly: “Do to others what you would have them do to you” (*Luke 6:31*). We will uphold the principles of justice and compassion for all, forgiveness and generosity and will encourage all children to work selflessly for the good of others rather than only for their own self-interest.





## Our history and environment:

Totley All Saints Church of England Primary School has a history going back for almost 300 years! It is situated on a green field site, looking out over open countryside, on the very edge of Sheffield. The first building on the present site was built in 1877.

Our partnership with the Church of England & as part of the Diocese of Sheffield Academy Trust (DSAT), means that we are able to maintain a high standard of environment throughout the school. We have a commitment to continuous improvement of both buildings and facilities. The school has been extensively developed over time and amongst other projects, we have added two new classrooms, a library, offices, a lift and four wheelchair / pushchair ramps. We have a superb infant block with secure outdoor play for our youngest pupils, a Woodland Workshop, a multi-use games area and a fully equipped IT Suite with 30 computers. These developments reflect our commitment to give your children the best possible start to their school life!

We are fortunate to have school grounds that are the envy of many with vast green space for children to play in. As well as being a natural resource for Science, Geography and History, the 'Woodland Workshop' encourages the children's sense of responsibility and enjoyment for the environment. It has a wild life pond area & various covered areas including a willow structure. In addition, our green spaces are a fantastic place for our children to enjoy peace and personal space. We will be developing a sensory garden for the children to in 2023-24.

## What is a Church School?

Totley All Saints Church of England Primary School is a Voluntary Aided School. This means it is owned by the Church of England but has financial aid from the government. We also became part of the Diocese of Sheffield Academy Trust (DSAT) in December 2019 which further strengthened our relationships & networks throughout the whole of South Yorkshire.

As a Church School, we hold collective worship which is predominantly Christian based. Our Religious Education Syllabus is also largely Christian, although we follow the Sheffield Agreed Syllabus & therefore cover many aspects of Judaism, Islam, Sikhism & Hinduism. We welcome all children to our school — whether from families of 'Churches Together' or who profess another, or no faith. A copy of our Admissions Policy can be found on our website.

## Behaviour in School:

We are extremely proud of the high standards of behaviour in our school!

We have a policy of positive behaviour & believe in rewarding children to build their self esteem & guide them in the right direction towards becoming the very best that they can be.

We have four Merit Teams: *Ruby, Diamond, Sapphire & Emerald* and children are given merit points for following the rules & helping each other. We also have a half termly treat afternoon for the winning team!

Our school rules consist of 5 easy to remember statements.

- \* Respect Others;
- \* Listen Carefully;
- \* follow Instructions;
- \* Try your best;
- \* Keep Safe.



A copy of our Behaviour policy can be found on the school website.

## A Safe & Secure Environment

We take great care of the safety of our children, staff and parents in school.

We strive to keep a balance between having an 'Open Door Policy' where parents feel comfortable about dropping into school at anytime and having the responsibility for the safety of our children. Our whole site is fenced & access to the school is tightly controlled.

'Pupils told us that they feel happy and safe in school. If they have a problem, they know they can talk to any of the adults in school. Pupils learn in a calm environment which permeates throughout school. Leaders achieve this through a consistently applied behaviour policy.' OFSTED 2021



## Sporting Opportunities:

Our school has large playing fields, which are ideal for playing all kinds of sport! We also have a large range of PE apparatus and sports equipment plus a fantastic all weather sports pitch. We have an extremely strong commitment to provide for the future health and well being of our pupils as well as give them the opportunity to excel in all areas.

All our children, whatever their age, gender or ability have equal opportunities to join in our sporting activities. We have an annual sports day which we hold at the **English Institute of Sport**, plus we also hold a Mini-Olympics on site in the summer. Although these are competitive events, we value the effort made by all of our children whatever their achievement.

We take the opportunity to involve as many children as possible in representing their school at a range of sports for example; boys and girls football, dance cross country, and athletics. We encourage teamwork, resilience and pride in their achievements.



## Computing Facilities:

Our school has excellent computing facilities! We are committed to developing both our hardware and software for Computing, which is integrated throughout the entire curriculum. All our staff receive up to date & ongoing IT and online safety training. We have an IT suite which houses 30 computers — enough for every child in a class to have individual access. All classrooms also have access to Chrome Books, iPads and interactive whiteboards that teachers use to teach innovative & interactive lessons.







## Starting School

### Foundation stage curriculum

We teach daily phonics, English, Maths and weekly PSHE, RE, Music, PE and Topic. We also have Woodland lessons each Thursday afternoon. Our phonics Scheme is Little Wandle Letters and Sounds Phonics programme to give our younger children the tools they need to become fluent readers. We follow the Early years Foundation Stage (EYFS) Statutory Framework that sets the learning, development and assessment requirements for all children until the end of the reception year. Children develop their knowledge and skills through the wonderful continuous provision opportunities provided throughout the year. We keep parents updated with what children have been learning each week on Class Dojo and Tapestry.



If you would like to find out more about the phonics programme Little Wandle, have a look at their website where there is a wealth of information for parents:

**<https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/>**

### Getting to know your school

Parents and children are always invited into school prior to admission. Additionally, we will arrange for the Foundation Stage / Reception Class Teacher to meet 4 to 5 year olds at home and at nursery. Regular school familiarisation sessions are also arranged. Parents, whose children are offered a place, will be contacted automatically and invited to these sessions.



### Our School Meals:

Our school meals are cooked on the premises by excellent catering staff employed by an outside catering company who are well known for their high standards, excellent value for money and fantastic nutritional value! Children always have a range of choices & can choose from a selection of additional items from salad, fresh fruit and bread. All Reception and Infant children are eligible for a free school meal each day & also receive a fruit or vegetable snack daily free of charge. Menus are available in advance (& on our website) and children can flexibly choose to have school lunch on a daily basis.

Whilst all Reception & Infant children are entitled to a free school meal under government rules, there are also other benefits to your child (as well as the rest of the school) if parents on a low income claim free school meals through the Council. Details and forms are available from the School Office on request. No one except the staff directly concerned need be aware that your child is receiving or is entitled to a free school meal.

## School Events & Extra Curricular Activities:

Throughout the school year, we have a varied programme of school events, including: Easter, Harvest & Christmas church services at All Saints Church. There are also whole school concerts and productions, Sports Day at the EIS, Mini Olympics, World Book day, Maths Week, Science Week, Art Week, Online Safety, Careers day, plus Global / Cultural Week. We also invite parents into school each term to take part in an area of the curriculum with their children.

All our children have opportunities to visit museums and other places of interest and we often have visitors to school to enhance the curriculum. The older children can also take part in residential trips which include Thornbridge and The Oakes, where they take part in outdoor and adventurous activities.

We also offer a wide programme of activities after school, including: sports clubs including football training (with professional club coaches), dance, basketball, coding club, drama, choir and art.

We have a range of musical opportunities in school: All our children from Year 1 up have the opportunity to learn an instrument and our aim is that all children will be able to read musical notation by the time they leave for Secondary school. All Year 2 children learn the glockenspiel, Year 3, 4 and 6 the recorders and Year 5 children take part in Brass lessons linked to the music hub. We have peripatetic piano, guitar and drum lessons from visiting teachers and these also start from Foundation. Rocksteady lessons also take place with termly performances for parents. We have introduced a termly musical evening where any child can perform in front of an audience of family and friends and our choir has performed at the Young Voices event at Sheffield Arena.





## FOTAS :

FOTAS is the fundraising committee of Totley All Saints Primary School made up of a number of volunteers. We work closely with the school community and take pride in planning and coordinating events and activities to support and raise money for the school. We actively encourage parents and carers of children at the school to get on board and become involved!

Our committee members, trustees and volunteers are parents and carers with children across the various year groups, which helps to bring an understanding of the children's requirements at each developmental stage. We work closely with Miss Drake (the Headteacher) to ensure all goals are shared and we can support in small scale and larger scale projects.

FOTAS does its best to cater for everyone – predominately for the children, with our ever popular cake and ice lolly sales as well as school discos and table top sales.

In addition, we provide refreshments at school events such as the festive performances and are currently in the process of arranging a whole host of new events for the year, so watch this space!

FOTAS is reactive to what is required by the school and the fundraising money is always put to good use – having direct benefit to our children. Money raised by FOTAS has assisted in the purchase of outdoor play and sports equipment, reading books, DT equipment as well as Phase 1 of a fabulous Sensory garden for the children to enjoy.

Whether you want to suggest new ways of fundraising, would like to help out at events, or just make amazing cakes, your support would be very welcome. You can of course speak to any committee member, or ask the school office or Miss Drake to pass on your contact details.

All our social events will be shared through Class Dojo so you will always be kept up to date with things that are happening each term.





Morning:	
Children arrive (adult on duty in KS2 playground)	08:30am
Doors open	08:40am
Lunchtime	Reception: 11:45 KS1: 12:00pm Ks2: 12:10pm
Afternoon:	
Start of the afternoon	Reception: 12:45 Ks1 and Ks2: 13:10
End of the Day	15:25

## Wrap around Care– New for September 2024!

### Before School Provision:

Here at Totley All Saints we have our own wrap around care. Our breakfast club is open every morning from 07:30am– 08:40am and provides breakfast which includes toast, cereal and even a bacon or sausage sandwich for a surprise treat day each week! Activities include games, lego, cars, and when the weather permits there are opportunities to play outside.

### After School Provision:

Our After School Club is available every evening from 15:25 to 18:00. Here the children will be given a snack which may include toast, fruit, biscuits or cereal. There will be a wealth of activities for the children to take part in which will include craft, sports and may even include learning the basics of a new language!

Parents and carers can sign their child/ children up for each of these using Arbor. Options include daily, weekly or termly sessions.

**Note:** Sign up is on a first come, first serve basis. If you are requesting long term options please contact the school office. Cancellation must be 24 hours before the session, unless your child is ill.

### Prices:

⇒ Breakfast School Provision: **£5.00** per session

⇒ After School Provision: **£10** per session, **£7** per half session (15:25– 16:30/ 16:30– 18:00)



## Child Protection:

As a school, we are totally committed to child protection on every level! The school has a strong Safeguarding Policy which has been approved by the trust and Local School Board. Our Designated safeguarding lead Teacher is the Head teacher & her deputy is Daniel Sumner.

The school Safeguarding Policy is available either from the Headteacher or the School Office and is published on our website.

The government document Keeping Children Safe in Education can also be viewed on our website.

## Equal Opportunities & Inclusion:

Our school's aim and ethos is rooted in each & every child reaching their full & amazing potential! We are determined to offer every child both the full range and equal access to the curriculum. We encourage all our children to show mutual respect and tolerance to everyone. We strive at all times to remove barriers to learning which discrimination creates and also alert our pupils to the dangerous effects that prejudice has on our society.

*Pupils are extremely positive about their school. They say there is a real sense of community. Pupils like the way that people treat one another with respect and kindness. One pupil said, 'There's not a lot to change; it's just perfect.' OFSTED 2021*

## Special Educational Needs :

The SENDCO (Mrs Rebecca Underwood) works closely with class teachers with a view to the earliest possible intervention and help whenever it is required.

At Totley All Saints, we always regard parents as active partners in their child's education. This is especially important when a child has Special Educational Needs and/or a Disability (SEND). Parents of children with SEND are always fully consulted and have the opportunity to be involved in all aspects of their child's education. Confidentiality is always maintained.

We follow the levels of intervention recommended by the SEND Code of Practice. Adjustments have been made to the school building, in line with the Disability Act, to enable access to the whole of the school by children with physical disabilities; this includes a lift to the Year 6 classroom.

We can access advice from LA Support Teachers, consultation with the Educational Psychologist or support from an outside SEND Teacher or Teaching Assistant. Our Inclusion Leader / SENCO is: Mrs Underwood

We have a SEND Policy, which is available on request or on our website.

## Our Dress Code:

School uniform is worn throughout the school. This gives our children a sense of identity and pride in their school. All of our children are expected to follow the School Dress Code.

It is extremely helpful if parents ensure that all items are **clearly labelled** with children's names and that coats have a loop to enable them to be hung securely on a coat peg.

Children should bring their belongings in a **small** bag or rucksack as our cloakrooms have limited space.

Our PTA (FOTAS) hold second hand uniform sales regularly.

## PE Kit:

<b>T Shirt</b>	White or yellow.
<b>Shorts</b>	Black.
<b>Plimsolls</b>	Black.
<b>PE Bag</b>	Any colour.

<b>Sweatshirt</b>	Yellow or green with school crest.
<b>Trouser, Skirts, Pinafores, Shorts</b>	Plain grey or black (no denim).
<b>Dresses</b>	Green or yellow gingham (summer only).
<b>Socks</b>	Plain dark or white
<b>Tights</b>	Plain grey, black or green
<b>Footwear</b>	Plain black shoes or trainers, wellingtons for outdoor play in wet or wintry weather. Open toed sandals, high heels or brightly coloured trainers are not permitted.
<b>Coats</b>	Any colour. For your child's comfort please be aware that we are situated at the very edge of the moors and it can be very cold outside school.
<b>Caps/Sun Hats</b>	Caps with school crest are available (Summer Only).





## Teaching & Learning:

What we teach and how we teach it is of fundamental importance.

### What we teach

The National Curriculum is a framework of subject areas set out by the Government by which all schools must operate and we aim to give our children a broad and balanced curriculum.

### How we teach

In common with all DSAT schools, we follow the Teach Simply model which is based on sound educational research:



Our excellent teachers constantly strive to be the very best & to make their teaching innovative, exciting as well as appropriately challenging for all children. We want to maintain the enthusiasm and curiosity for learning which very young children have & to build on this throughout their time with us.

We also believe in 'building' our children to be confident, resilient & able to work independently as well as collaboratively. We have a strong Christian ethos and through our school values we seek to equip children to be respectful, tolerant of all & extremely caring for each other as well as those in the world less fortunate than themselves.

## OFSTED Inspection Report:

Our last inspection by OFSTED took place in October 2021 & we are very proud indeed that we were judged as STILL OUTSTANDING. A copy of the report is available either on our school website or via the official OFSTED website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Parents' Evenings and School Reports:

We hold three Parents' Evenings each academic year (one each term). On top of this we provide a report which identifies how your child is doing each term. If you have any concerns about the emotional or social welfare of your child at any time, please do not wait for an open evening, but see your child's teacher as soon as possible. Miss Drake (headteacher) will also be available for you to talk to if you have any concerns - *whether big or small!*

## School Procedures for Absence:

For any illness, please telephone the school on 0114 236 1934 before 9am to let us know why your child is absent.

For appointments: if your child has an appointment for medical/dental reasons during school hours, please email or ring the teacher or school office with details of when and where. You will be asked to share the details of the appointment time (text message/ letter) Before your child is picked up for the appointment.

Attendance will be celebrated during our weekly Celebration Assembly & will also be published via the newsletter each week.

Holidays, or other leave requests, are not normally authorised except under exceptional circumstances. Applications for term time leave should be filled in before any such leave is taken. Forms can be accessed via the school office or our website.

The joint school & local authority Term Time Leave Policy can also be accessed via the school website.

If your child's attendance drops below 95%, we will write to let you know this. Attendance below 90% constitutes persistent absence as defined by the DfE and unless there is a well documented reason for this we will invite you into school to discuss how we can help to improve your child's attendance. Persistent lower attendance will trigger more formal discussions.

If your child attends school...	How many days missed?	Risk
97% - 100% of the time	97% is the equivalent to 5 days missed	No Concern
95% - 96.9% of the time	96% is the equivalent to 7.5 days missed	Concern
93% - 94.9% of the time	93% is the equivalent to 12.5 days missed	Risk of Underachievement
90% - 92.9% of the time	92% is the equivalent to 15 days missed	Severe Risk of underachievement
0% - 89.9% of the time	89.9% is the equivalent to 17.5 days missed	Extreme Risk of Underachievement



## Concerns or Complaints Procedure:

We really hope that you do not have a reason to complain, but if you do, there is a procedure that can be followed in order that your complaint can be fully dealt with.

Firstly, make an appointment to see the teacher of your child. The class teacher will make every effort to investigate the concern thoroughly and report back as soon as possible. If the matter is still not resolved, then an appointment to see the Headteacher Miss Drake, can always be made to sort things out further.

Finally, if it is still felt that the matter hasn't been resolved, then your concerns should be put in writing & sent to the Academy's CEO. All details can be found in the complaints policy on the website.

We genuinely do want to help & have the very best of intentions for your child to be safe & happy so we will do everything that we can to sort out any issues as quickly as possible.

Details of our complaints procedure can be found on the website.





## School Staff

### Teaching Staff:

**Miss Melissa Drake — Headteacher**

**Mrs Rebecca Underwood—SENDCo / Reception Class Teacher**

**Mrs Emily Scarpello — Assistant Headteacher / Y3 Class Teacher**

**Mrs Tracy Soar — SLT / Y6 Class Teacher**

**Mrs Sue MacPherson—Y6 Class Teacher**

**Miss Mabel Banks—Y5 Class Teacher**

**Miss Charlotte Whelan — Y4 Class Teacher**

**Mrs Rebecca Keen —Y3 Class Teacher**

**Mrs Julie Brown — Y2 Class Teacher**

**Miss Olivia Walker — Y1 Class Teacher**

**Mrs Jacky Mulholland — EYFS lead/ Reception Class Teacher**

**Mrs Jill Leggett — Teacher**

**Mrs Claire Richardson — HLTA with QTS**

**Ms Helen Thwaite — HLTA**

### Support Staff:

**Mrs Karen Stanley—Business Manager**

**Mrs Cecelia Rodriguez — Admin Assistant**

**Mrs Debbie Diggins — Admin Assistant**

**Mrs Maria Jorge– After School Club Lead**

**Miss Neha Jaiman– Breakfast Club Lead**

**Mr Chris Johnson — Teaching Assistant /  
OPAL Play  
Leader**

**Mrs Joan Bell — Teaching Assistant**

**Mrs Wendy Taylor — Teaching Assistant**

**Miss Julia Pettitt– Teaching Assistant**

**Miss Pegah Karimzadeh– Teaching Assistant**

**Miss Sara Litherland– Teaching Assistant**

**Miss Jenny Gerrans– Teaching Assistant**

**Miss Juliette Cain– Teaching Assistant**

**Mr Will Stanley — Buildings Officer**

**Mrs Angela Longstone-Hull—Cleaner / LTS**



## The Local School Board

**Chair of Local School Board / Parent Representative**

Mr Chris Walch

**Vice Chair / Parent**

Rev. Ben Tanner/ Helen Pocock

**Foundation LSB rep**

Mrs Izzy Dunn

**DSAT LSB rep**

Emma Minhas

**Parent LSB rep**

Louise Broddle

**Vicar of Totley All saints**

Rev. Ben Tanner

**Headteacher**

Miss Melissa Drake

**Staff Representative Governor / Class Teacher**

Miss Laura Cupitt/ Mrs Rebecca Keen



## APPENDIX

# Road Safety and Parking

The area around the school main entrance is very busy and congested so for your child's safety, please bear the following in mind:

- Cars should **never** be reversed into the school drive;
- Cars must **never** be parked on the pavement area outside school,
- Parking within the school gates is restricted to staff . The school must be accessible to emergency vehicles at all times;
- Cars must **never** stop on the yellow zig-zag lines outside the school entrance even for dropping off. Even disabled badge holders cannot stop here as it is within 50m of a junction.

We would also ask you to be considerate to our local residents and **never** block their access – even for short periods.

The Manager of The Cross Sythes has very kindly allowed us to use their car park, at both ends of the school day. Please use those car parks and treat them with respect and ensure that you supervise your child/ren at all times. We are very proud and grateful of our 'Park and Stride' arrangements.

Please ensure that every person who brings your child to school or collects them after school is familiar with this request.





**Everyday excellence for every child**

**Totley All Saints Church of England VA Primary School**

Hillfoot Road  
Totley  
SHEFFIELD  
S17 4AP

Tel: 0114 2361934

Email: [enquires@tas.dsat.education](mailto:enquires@tas.dsat.education)

Executive Headteacher: Mo Andrews; Head of School: Melissa Drake