



## Welcome

We hope that the day-to-day information contained in our school prospectus is helpful; however if you have any queries about the school that are not answered in our prospectus, please do not hesitate to contact us.

All the documents referred to are available for your inspection at any reasonable time. If you wish to see any of them please contact the school administrator to make an appointment. If you require a copy of any of these documents, this will be possible on payment of a small charge to cover the cost of photocopying.

Any records concerning your child that are kept in school are available for your inspection at any reasonable time. Please make an appointment via the School Business Manager, Mrs Bailey.

The information contained in this booklet is correct at the time of going to print but it is possible that changes may be made before or after the school year starts.



## **TEAM – Together Everyone Achieves More...**

***...through the grace of the Lord Jesus Christ, the love of God and the fellowship of the Holy Spirit.***



Dear Parents/Carers,

The purpose of this prospectus is to help you to get to know more about our school. Donnington Wood CE Juniors is a mixed age, Church of England, Junior School, controlled by Telford & Wrekin Local Authority.

It is very important to us that the partnership between school and home is as good as it possibly can be. We aim to provide a rich and caring environment for all of the children at our school and we want parents to share in that process.

There will be many opportunities throughout your child's stay here for you to share in his or her education and I and my staff will always be available to talk to you about any aspects of your child's development at school.

We are always keen to share and celebrate the children's successes both academic and extra curricular and there will be many opportunities for you to join us for class activities, Christmas and Easter services and other events throughout each year. Our Weekly newsletter, 'Woody Weekly' keeps you informed of the latest events and a copy is placed in the school notice board situated by the main entrance.

One of our greatest aims is to encourage children to take care of each other within a framework of firm but caring discipline. We believe very strongly that children should take responsibility for their own actions and, by fostering this atmosphere of self-respect and respect for others; we hope that all children will have the opportunity to fulfil their potential, both academically and socially.

The school has a clear positive behaviour policy, a copy of which is enclosed with this prospectus, to support both school & parents in the task of ensuring that each child is confident & happy about coming to our school.

As a Church of England school we have close links with St. Matthew's Church and we aim to work together to confirm the values and principles of the Christian faith. The school has been judged to be 'Outstanding' for its distinctiveness as a Church school and holds 'Beacon' status as an exemplary Church school.

We hope that you will share with us in making this a successful & happy period in your child's life.

Yours sincerely,

Sandra Osman  
Headteacher

## School Ethos Statement

At Donnington Wood CE Junior School, we strive to create a purposeful learning environment in an atmosphere of mutual trust and respect, where Christian values underpin our aims.

We feel that our mission statement:

**TEAM – Together Everyone Achieves More ...*through the grace of the Lord Jesus Christ, the love of God and the fellowship of the Holy Spirit...***

encapsulates how we work to achieve this goal.



*"Together Everyone Achieves More...  
through the grace of the Lord Jesus Christ, the love of God and the  
fellowship of the Holy Spirit."*

## The School Logo

Our school logo reminds us of the parable of the Mustard seed.

*"The kingdom of heaven is like a grain of mustard seed that a man took and sowed in his field. It is the smallest of all seeds, but when it has grown it is larger than all the garden plants and becomes a tree, so that the birds of the air come and make nests in its branches."*

*– Matthew 13:31-32*

It reminds us that although we are all individuals, like the small mustard seeds, if we work together as a team we can grow and develop into something wonderful.

## **The Governing Body**

The School's Governing body meets at least once each term to ensure the smooth running of the school and to discuss school improvement. Discussions cover all aspects of school life from improving the school grounds, to the appointment of staff and budget forecasting, as well, of course, as teaching and learning.

The Governing body is made up of a range of representatives that come together to form a very supportive team working together for the good of our school.

### **Co-opted Governors**

**Mr Steve Jones**  
**Mrs Diane Dixon**  
**Mrs Claire Worthington**

These governors have been co-opted as they have the necessary skills to challenge & support the work of the school.

### **Foundation Governors**

**Reverend Paula Smith**  
**Mr Brian Green**

Foundation Governors are appointed by the Diocese and ensure our connection with the Church remains strong.

### **Local Authority appointed Governor**

**Mr Malcolm Webster**

These governors are appointed by Telford & Wrekin authority and give a wider perspective to our work in school

### **School Governors**

**Mrs Sandra Osman** – Headteacher  
**Mrs Cheryl Bailey** - Staff representative

### **Parent Governor**

#### **Vacancy**

Parent Governors are your direct representatives on the Governing body and form a close link between school and parents. If you would be interested in becoming a parent governor please contact the school.

Minutes of Governors' meetings are located in the school office & accessible to everyone who wishes to see them.

## **School Admissions & Transfers**

Your child will probably have come to us from our main Infant feeder school, Donnington Wood Infants. If this is the case you will have been invited to see the school and to meet the Head and your child's class teacher. Your children will have visited the school to meet their new teachers and to see their classrooms.

If you are new to the area and you have children of an age to come to us, you are welcome to make an appointment to be taken round individually. Any queries or questions will be answered fully and should you decide to send your child to us, you will be given a general admission form to complete, which will enable you to give us information relating to date of birth, doctor, telephone contact numbers, possible allergies etc.

The school's Pastoral Support Manager, Mrs Billingham, works closely with any children who transfer to our school for a short induction period to ensure that children feel secure and comfortable in their new school.



## **Inclusion Policy**

Donnington Wood CE Junior School has a policy of 'inclusion'. This means that the school is committed to providing the very best education for all of its pupils, including those with special needs. The school has been adapted to cater for children or adults with physical disabilities to enable them to take part fully in the life of the school. The school has a number of children with special needs ranging from mild learning difficulties to more complex physical or medical needs. These children are fully integrated in to the school in line with our inclusion policy.

Some of our pupils with more complex learning or behavioural needs spend some time in our Mini-school where the ratio of teacher to pupil is higher so that these pupils receive the appropriate provision.



Mrs Davies, SENCO  
(Special Needs & Disability coordinator)



Mrs Val McTegart,  
Special Support Assistant

## **School Uniform**

Our children enjoy the sense of belonging and pride in their school that the wearing of a uniform brings; therefore all children are expected to wear uniform to school. Please note that it is your responsibility as parents/carers to make sure that your child is in the correct uniform each day.

### **The school uniform for our school is:**

Purple School Sweatshirt/Cardigan - These are purchased from school.

White Shirt or Polo Shirt

Black trousers or Knee length black skirt

Black Shoes

Purple & White summer dresses may be worn in the summer term

Waterproof Coats are also available from school & have the School Logo on them.

(Price lists are available from Mrs Worthington/Miss Armstrong in the school office)

### **Jewellery**

Small stud earrings and a watch may be worn as an acceptable part of our school uniform, other jewellery items, such as necklaces etc **MUST NOT** be worn to school for health & safety reasons. Jewellery items are the responsibility of the wearer & the school cannot accept any responsibility for loss or damage.



## **PE Kit**

Short sleeved white T-shirt with school logo (these are available from school)

Plain Black shorts

Black or white trainers

Coloured PE Bag (provided)

All children take part in at least 2 hours of PE each week and also have the opportunity to take part in a variety of lunchtime & after school sporting activities.

### **For Health & Safety reasons Children are not permitted to wear JEWELLERY of any sort for PE.**

This is not usually a problem unless children are wearing earrings that they find difficult to remove themselves. We would ask your support with this by asking you to make sure that your child is not wearing earrings on the days that they have PE (Class teachers will be able to tell you which days these are)

**Please remember that all school uniform, including PE Kit must be named.**

## **How we look after your children**

The staff are all of the people who come into contact with the children; not just the teachers, but everyone, from the Cleaners and Kitchen Staff to the School Administrators, Business Manager and the Teaching Assistants.

Staff are always happy to help and support pupils and parents in any way that they can. Mrs Bailey, our School Business Manager or Miss Armstrong our Administrator, are usually the first people that you will meet on entry to the school and they will be able to help you with most of the questions or queries that you may have.

Teaching staff are always happy to see parents but we would ask that you try to avoid the very busy morning session and pop in to speak to teachers at the end of the day, unless of course, the matter is urgent.

If you wish to leave a message for the class teacher the office staff are happy to pass on any information on your behalf.

If you need to see the Headteacher please ask at the main office but please be aware that you may need to make an appointment.

## **The Senior Leadership Team**



Mrs Osman  
Headteacher



Mr Fox  
Deputy Headteacher



Mr Rawson  
Assistant Headteacher

## **Pastoral Support**

Mrs Billingham, our Pastoral Support Manager, is usually outside at the start and end of each day to meet and greet parents and pupils informally. She is always happy to deal with any queries that you may have.



We encourage parents to come into school as often as they wish to see the good work that the children are producing and to look at displays etc, and if you would be interested in helping in the school we would be more than happy to see you!

## **Staff**

**Headteacher:** Mrs S Osman

**Deputy Headteacher:** Mr R Fox

**Assistant Headteacher:** Mr J Rawson - Class 3R

### **Teaching Staff:**

Miss S Morrison	Class 3M
Mrs F Davies	Class 4D
Mr J Freeman	Class 4F
Miss R Percival	Class 5P
Mr N Davda	Class 5D
Miss F Hupperdine	Class 6H
Mrs L Dymond	Class 6D
Mr M Vince	Music teacher
Mr P Field	Mini-school & PE/Sport teacher
Miss G Pagan	Outdoor learning/PE teacher
Mrs R Davies	Mini-School & SENCO (Special needs coordinator)

**School Business Manager:** Mrs C Bailey



**School Administrator:** Miss S Armstrong

**Pastoral Support Manager:** Mrs V Billingham

### **HLTA's:** (Higher Level Teaching Assistants)

Mrs D Minor  
Mrs C Worthington  
Miss F Brennan  
Mr D Osman

### **Teaching Assistants:**

Mrs A Brennan  
Miss L Owens  
Mrs K Rutherford  
Mr S Bailey

### **SSA:** (Special Support Assistant SEN)

Mrs V McTegart

**Caretaker:** Mr S Bailey

## **The School Day**

Our school day is 8.45am until 2.45pm every day.

The school gates open at **8.30am**. Children then come straight into school via their classroom doors for maths based 'morning activities'

Lessons begin at **8.45am** directly after registration. If your child arrives after 8.45am they must report to the main office to register before going to class.

School gates **DO NOT OPEN until 8.30am** and we ask you to ensure that your children do not arrive at school any earlier than this unless they are attending 'Early bird club'

The lunchtime session begins at 12.30pm & ends at 1.15pm.

If you choose to take your child out of school for dinner they will need to go home at 12.30pm & not return to school until 1.15pm.

The school day ends at 2.45pm every day.

## **Early Bird Club**

Early Bird Club runs from 7.45am to 8.45am each morning. Children attending the club receive a healthy breakfast & take part in some fun morning activities.

**The cost of attending 'Early Bird club' is heavily subsidised by school to keep the cost low at £1.50 per day.**

Unfortunately places are limited but we do try to support as many children as possible through this provision. Places are allocated to working parents in the first instance.

If you feel that your child would benefit from attending our Early Bird Club, or you would like more information about it, please contact Mrs Bailey or Mrs Billingham.



## **Attendance**

It is very important that your child attends school on time every day. Studies show that those children with poor attendance at school are far less likely to reach their full potential. Children with high levels of attendance make more progress than those with poor attendance.

Working in a school we are all too aware of the increase in the cost of holidays when schools are closed compared to term time costs, however we would urge you not to book holidays during term time as the time off **cannot be authorised**.

**If your child is going to be absent for the day due to illness we ask you to phone school. If possible please phone before 8.45am so that registers can be completed correctly.**

## **Parking**

As with most schools, parking is always a difficulty. If you use a car for transporting your child to school we would ask you to avoid parking outside the school gates and if possible, park on Winifred's Drive. We encourage as many pupils & parents as possible to walk to school.

Parents are not permitted to bring cars onto school grounds unless prior permission has been sought from the school.

## **Breaks and Lunchtimes**

All of the children have two breaks in the school day, one break mid morning & one at lunchtime.

Mid-morning break 10.30am - 10.45am

Lunch time break 12.30pm - 1.15pm

During lunchtimes your children are taken care of by our PE/sport teacher Mr Field, Pastoral staff, HLTA's & Teaching Assistants. Children take part in a wide range of activities including PE activities, adventure playground games etc. They can also enjoy some of our quieter spaces.

There is no separation or division between those children that pay or those that take free school meals. If, in fact, your child currently is having free school meals, that facility will automatically transfer with them. If you think your child may qualify, please ask the School Business Manager, Mrs Bailey, for the appropriate form.



## Playground Buddies

A number of our children take on the important role of being a 'Playground buddy'. Pupils receive training from Mrs. Billingham, our Pastoral Support Manager, and take their responsibility for 'looking after' other pupils in our school very seriously. Playground buddies are also responsible for getting out lunchtime playground equipment and helping to organise lunchtime games.

## School Dinners

Children have the choice of bringing a packed lunch into school or having a cooked school meal. Children can choose to have a school meal everyday or on selected days. Fish Fridays are always a popular choice with our pupils.

We have an excellent cook and she often organises special dinner days throughout the year, bonfire lunch being one of the childrens favourites!

Meals cost £2.10 per day and can be paid for daily, weekly or monthly in advance.

Cheques should be made payable to Telford & Wrekin.

Any difficulties related to dinners, including money issues, are dealt with by the school cook. If you have any queries regarding dinner money the cook is available from 10.00am until 11.30am each morning, please ask at the school office for an appointment.

**Please note that school staff CAN NOT handle dinner money & can't give change.**



## The School Curriculum

Your children will experience a wide range of subject areas during their time at the school. They will also have the opportunity to take part in extra curricular activities such as sport, drama, art & music.

The curriculum is as broad and as balanced as possible to ensure that the needs of all children are catered for and special gifts or talents are nurtured. No child in our school should feel disbarred from equal access to the curriculum, irrespective of ability, gender, race or creed.

It is our aim that the curriculum should help all pupils to:

- a) Enjoy learning
- b) Develop independence and self-reliance
- c) Experience a broad based curriculum with an emphasis on Literacy & Maths
- d) Develop lively and enquiring minds
- e) Develop respect for self and others
- f) Understand the world in which they live
- g) Develop a concern for the environment
- h) Work co-operatively with others

By the time that your child finishes here, your child will have received a rich & varied curriculum that has also covered all the appropriate elements of the National Curriculum.

## Our approach to the Curriculum

As a school we have a 'Creative curriculum' approach. This means that most subjects such as history, geography, art etc. are linked through a 'Topic' or 'Theme' each term. In our school the children are taught Literacy (English) & Maths in the morning by their class teachers. In the afternoons children are taught all of the other subjects, such as Science, History, Art etc., by the teachers who specialise in that particular subject area. ICT is used as an integral part of most lessons and all classes have an interactive whiteboard, laptops and i-pads. Computing is taught as a separate subject during the afternoon session. E-safety is taught as part of the ICT/Computing curriculum. In this way we feel that our pupils receive the very best education we can offer. It also means that our pupils are well prepared for their next stage of education.



Each year the school produces a **School Development Plan (SDP)** where the main initiatives for the year are outlined. Before producing the SDP, we consult with pupils, parents, governors as well as staff to take account of everyone's views and opinions about what is important to us as a school. The main focus of the SDP is always on improving standards of attainment & progress for the children in our care.

If you would like a copy of the SDP, please contact Mrs Bailey, School Business Manager.

## Topics for 2017/2018

Our curriculum is designed to ensure that important **key skills** are developed as your child moves through the school. These may include historical research skills, geographical mapping skills, computing skills etc. Each term the skills are developed through a whole school Topic which is broken down for each year group. All subject areas are linked to the topic.

Our Topic work is also linked to the national Curriculum for each subject area.

Topic Curriculum 2017-18			AUTUMN	SPRING	SUMMER
			Where we live	How we travel	Where we can visit
3	History	<b>Changes in Britain</b>	Early settlers in Britain Stone Age to Iron Age	Transport through the ages	Castles
	Geography	<b>Our local area</b>	Local map work Village, town and city	Rivers and floods	Tourism in Shropshire
	Science		Rocks/ Animals	Forces & Magnets	Light & Plants
4	History	<b>Britain's settlement</b>	Romans in Britain	Invaders to Britain Anglo-Saxons Vikings	Victorian seaside
	Geography	<b>UK regions</b>	UK map work Settlements in the UK	Coasts and mountains	Seaside holidays Seaside resorts
	Science		Animals Food chains Solids. Liquid & gases	Electricity & sound	Living things/habitats – seaside habitats
5	History	<b>Ancient Greece</b>	Ancient Greece	Explorers – Marco Polo Shang Dynasty in China	Ancient Egypt
	Geography	<b>The Mediterranean</b>	European regions countries and cities Mediterranean countries	Volcanoes and earthquakes	Climate and weather Tourism in the Mediterranean
	Science		The work of Aristotle – life cycles Priorities & changes of materials	Earth & space, forces (moon, tides...)	Human life cycle
6	History	<b>Mayan civilisation New World explorers and settlers</b>	Mayan civilisation/ Aztecs	New World explorers and settlers	Social history Leisure and entertainment in 20 <sup>th</sup> century
	Geography	<b>North America The Caribbean</b>	North and South America map work Contrasting regions	Extreme Weather / Hurricanes	Tourism in the Caribbean
	Science		living things & their habitats Evolution & inheritance	Electricity	Animals

## Special Educational Needs (SEND)

A number of our children have special educational needs, which may be a specific learning difficulty, or take the form of an emotional or behavioural need. These needs may not be best met by the classroom teacher alone and, if we consider that there may be a problem, we will ask you to call into school to discuss how we can best work together for the child's benefit. Mrs Davies is the coordinator for special educational needs (SENCO) and she is supported by teaching and support staff who are dedicated to helping children throughout school.

The school has a 'Mini-school' where some children may be taught in smaller groups for part of the school day in order to cater for their specific needs, however they are fully integrated into their classes at other times. Some pupils may receive some additional in class support or extra support outside the class at appropriate times from our Teaching Assistants and Pastoral Staff.

## Gifted & Talented Provision

We feel that all of our children are special and all have something special to offer. However a small number of our children have specific gifts or talents that, as a school, we are keen to develop. The school has a Gifted & Talented Coordinator who is responsible for ensuring that the particular needs of G&T pupils are catered for. If you feel that your child has a particular gift or talent please do not hesitate to let us know. We are always keen to hear about & support children's achievements out of school.

## SMSC – Spiritual, Moral, Social & Cultural Development

Developing the pupil's awareness of the spiritual, moral, social & cultural diversity of the world in which we live and promoting **British Values** is of paramount importance to us. We offer numerous opportunities to explore all aspects of SMSC both through the curriculum & through the way we work as a school.

Our Christian ethos of tolerance, respect & understanding underpins much of the SMSC work that takes place in the school.

We use our outdoor learning spaces, such as 'Forest school' not only to enhance the children's learning experiences but to also develop their awareness of the need to care for the environment.



As part of the SMSC programme, the children in year 6 also take part in a variety of activities related to personal safety & developing healthier life styles. Both STAR & Crucial Crew are run with the support of Police Community Support Officers and are very popular with our year 6 pupils. Children learn about peer pressure, being assertive and the hazards of substance abuse etc. They also spend a day working with various agencies, including the Fire service to learn about personal safety.

## **Religious Education & Spiritual awareness**

The teaching of Religious Education (RE) has a strong focus as we are a Church of England School. Each class has a worship area where children can sit quietly & reflect or share their thoughts & prayers. We also have a 'Spiritual garden' which children can use during the day. It is also the home of Rosie, the school rabbit.

The school follows the agreed syllabus for the teaching of RE and children learn about other religions and cultures as part of their RE work.

The children take part in a wide range of activities designed to explore different faiths and cultures from around the world, during Multi-Cultural week in the spring term of each year.



## **Collective Worship**

Pupils take part in collective worship (assembly) each day, sometimes as a whole school & sometimes as a class.

Each week we focus on one particular value, for example friendship, thankfulness, or wisdom.

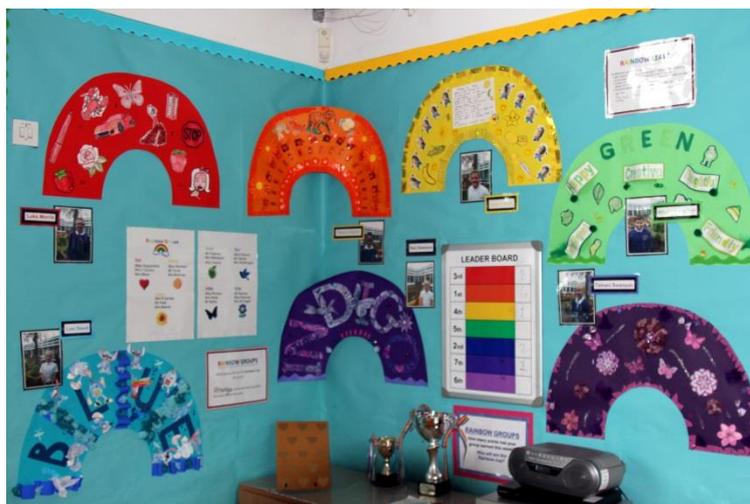
In this way children learn about the Christian values that are all moral values that will help them to become good citizens of the future. Parents have the right to withdraw their children from collective worship if they choose to do so.

## Personal Social and Health Education – PSHE

We believe that PSHE and Citizenship are very important aspects of the work that we do in school to support SMSC.

PSHE & Citizenship are delivered in a variety of ways. Each half term there is a whole school focus on one aspect of PSHE and the children take part in a variety of activities including collective worship, circle time and 'Rainbow group' activities. Rainbow groups give children the opportunity to work with children from other classes and age ranges to discuss a wide range of issues. Circle time gives children the opportunity to share thoughts and feelings in a very relaxed and open manner.

The children also take part in a range of activities during Anti-Bullying week in November of each year.



## Sporting Activities

There are a wide range of sporting activities that our children take part in both during school hours and after school. We also take part in a variety of Inter-School competitions. Mr Field, the schools PE & Sports coordinator runs a number of lunchtime & after school clubs.

Details of clubs are sent out by letter at the beginning of each term.

When your children reach year 6 they will have swimming lessons each week during the summer term, as part of the PE curriculum.

**We are also keen to hear about the sporting activities that our pupils take part in outside of school. Please let us know if your child has a particular sporting talent and is a member of a club.**



## **After school & Lunchtime Clubs**

We offer a wide range of lunchtime and after school clubs and try to organise provision to provide variety. Not all clubs run each term as we try to offer as much choice and variety to pupils as possible to try to find something for everyone.

At the beginning of the term a letter will come home with details of the clubs on offer for children to sign up to.

Some of the clubs we have offered include:

Gardening	Guitar
Recorders	Chess
Maths Fun club	Choir
Cross Country	Football
Multi-Skills	Athletics

After school clubs are very popular and numbers are limited. We try to accommodate pupils requests as much as possible but please be aware that some clubs may have a waiting list.



## **Resources**

We aim to be as well-resourced as possible for the benefit of the children and the purchase of new resources is an on-going process.

The school has a range of ICT equipment which is used throughout the school day to support all areas of the curriculum. Each class has an interactive whiteboard and staff and children are very proficient in using technology.

We are also very keen to develop the use of the 'Outside Classroom' and have invested resources that can be used at playtimes and lunchtimes as well as during class time.

The school also has a 'Forest School' area which is used throughout the year.

## Pupil Behaviour

The safety of your pupils in school is of paramount importance and therefore we are not only concerned with the educational progress of your children but also with their personal and social development. We aim to be as sympathetic as possible to the children's needs but we try to combine this with having high expectations of what we believe children should be capable of in terms of their ability to work and play with each other.

Pupil behaviour in our school is excellent. Sometimes, though, things can go wrong and problems occur. When this happens we try to involve parents as soon as possible so that everything is as clear as can be. We hope that you, as parents, will try to do the same with us. Any upset in the home can have an effect at school in the way a child behaves and it can be helpful to have an idea as to why a child may be acting differently.

We do not have many school rules but those that we do have are easy to understand.

We have a **Whole School Behaviour Plan** used throughout school to support children, parents & staff with positive behaviour management.

The plan concentrates on rewarding children for behaving well at the same time as making it clear that poor behaviour has consequences.

A copy of the behaviour plan is displayed in every classroom and children's good behaviour is rewarded in a variety of ways. Children particularly enjoy 'Golden Time' every Friday.



Parents are kept as well informed about their children's behaviour as possible. For minor concerns parents will be contacted by the class teacher, for more serious concerns you may be contacted by Mrs Billingham, Pastoral Support Manager or a letter may be sent home by the Headteacher to both inform parents & also give them the opportunity to come in to school to discuss any concerns.

We recognise positive achievement in many ways, such as the awarding of certificates, having weekly 'pupil of the week' awards and by regular home/school contact to celebrate success. Children also earn 'Dojo' points which equal certificates & prizes depending on the number of points earned.

### **Home/School Contract**

The home/school contract is an important feature of school in the context of behaviour in that it emphasises the importance of self-discipline and respect for others. Head Teachers awards & letters are also sent home to recognise outstanding achievement & we would suggest that if your child brings one of these home that you may wish to treat them to something very special as they are only awarded for exceptional achievements. Our Friday awards assembly is very popular with the children.

### **Pupil groups within school**

We believe that our pupils have a lot to offer the school & are the best people to consult about the work that we do. Therefore, we have a number of groups that represent the views of their peers.

### **School Council**

Our School Council meets with staff on a regular basis to discuss plans & initiatives for the future. The School Council consists of a group of children who bring issues to the notice of staff. It is one of the ways in which we give the pupils in the school a voice so that children are as involved as possible in whole school development. School council members are elected by their class mates to represent them each September & are 'in office' for the academic year.

### **Rainbow Captains**

Each September Year 6 pupils are appointed as Rainbow captains. These children act as role models for the younger children in their Rainbow group. They are nominated by their fellow class mates & teaching staff. Following a voting process Mrs Osman, Headteacher, makes the appointment. Rainbow captains are responsible for collecting Rainbow points each week & helping with various Rainbow group activities. The Rainbow cup is awarded at sports day.

### **Worship Group**

A number of children represent their classmates as members of the schools Worship Group. These pupils meet with staff to make suggestions regarding whole school worship, classroom worship areas and class worship. These pupils often lead worship in their own classes and take an active part in whole school Collective worship.

### **Safety group**

Safeguarding our pupils is of paramount importance and we believe that the best way to do this is by consulting the children themselves about their safety both in and out of school. The safety group work with Mrs Billingham, Pastoral Support Manager and Mr Fox, Deputy Headteacher to discuss how to keep themselves & their peers safe. They discuss such things as bullying, how to keep themselves safe on social media sites & in the community.

## Open Days/Special Events

The school organises a number of open days and special events at various times throughout the year, where parents & children take part in a range of activities based on different areas of the curriculum. They have the opportunity to look around school and chat to teachers & pupils informally about the curriculum as well as engaging in some activities themselves. Open days are a very important part of the social life of the school.

A number of 'special events' take place throughout the year, including Harvest Festival, Christmas & Easter performances. These are always very popular with parents.

### **PLEASE NOTE:**

- The school site is a non-smoking zone & visitors are not permitted to smoke anywhere on school property – this includes e-cigarettes.
- Parents/carers are not permitted to use their mobile phones in school for safeguarding reasons.



## How can you help us to support your children?

There are a number of ways that parents can support the school to provide the best education possible for your child.

You will be asked to complete a **Home School Agreement** when your child starts with us. This means that you agree to support the school with such things as managing behaviour, ensuring children attend on time each day etc.

## **Healthy Schools**

Donnington Wood CE Junior is a healthy school and as such we are proactive in teaching children about healthy eating, the importance of exercise and healthy lifestyles.

School meals are well balanced and nutritious and our cook often uses produce that the children have grown themselves in the school garden.

If you provide your child with a packed lunch we ask that you consider using healthy options and do not send chocolate bars etc to be eaten during lunchtime.

Some suggestions for healthy lunchboxes can be found at the back of this prospectus.



## **Morning snacks**

As our morning session is quite long, we do allow the children to bring a snack which can be eaten before playtime. It is school policy that only healthy options, such as fruit is permitted. Please support us by not sending chocolate, cakes or crisps for their playtime snack as they will not be allowed to eat them.

## **Homework**

The role of parents in encouraging children to complete and return homework is vital and we are very grateful for the support we receive.

Children receive literacy & maths homework at least twice a week. Homework will always be set according to your child's ability & will reinforce learning that has taken place in the classroom, therefore the work should not be too difficult for children to complete at home.

From time to time homework projects linked to the class topic area will be set and this is designed to build on the learning that has taken place across the school.

It also provides parents/carers with the opportunity to 'get involved' with their children's homework.

Children are rewarded for bringing in completed homework on time each week.

At the start of the year the children are given a Reading, Spelling & Homework diary where you can record if they have read to you, practised their spellings & completed homework. They will bring this home every day & it should be returned to school each morning.

**We would ask that you try to hear your child read every day. Reading diaries are checked regularly in school and the children are rewarded with stickers & 'Dojo' points for reading regularly.**

### **Personal belongings**

Children are not allowed to bring toys etc to school, unless a member of staff has given them specific permission. The heartache and distress caused by the loss of a favourite toy and the amount of valuable teaching time lost in trying to find it just make it too difficult to allow.

Children are permitted to wear sensible stud earrings & watches **but** we would stress that these items are the responsibility of the wearer & sadly school cannot accept any liability for their loss or damage.

### **Mobile phones**

For safeguarding reasons, mobile phones **must not** be brought in to school unless direct prior permission has been obtained by parents from the Headteacher. Permission will be given only in exceptional circumstances. Any mobile phones brought into school without permission will be confiscated and kept in school until a parent collects it.

### **School Fund**

At times throughout the year we raise money for our School Fund by holding events like Book Fairs, Sales of photographs or Christmas Sales. We also, from time to time, hold sponsored events or organise raffles for either School Fund or for a worthy charity. In the past, for example we have supported NCH Children in Action, Barnardos, The Shropshire & Mid Wales Hospice, Comic Relief, UNICEF and a host of smaller "one-off" appeals following, usually, environmental tragedies. Each year we will choose a different charity to support.

The school fund buys all those extra things that we would otherwise be unable to afford. As well as supporting the purchase of additional educational resources the school fund enables us to keep the cost of Educational visits to a minimum for parents. It also allows us to treat the children occasionally by subsidising such things as visits by the Animal Man etc.

School fund is subject to an annual external audit to ensure that we have used the money we receive appropriately. Each year you will receive a letter giving details of how much money has been raised & spent.

### **Keeping in touch**

It is very important to us that the link between parents and school is as strong as possible. It is in all our interests that we work together for the benefit of your child. Throughout the time that we have your child in our care, you will have many opportunities to discuss progress with his/her class teacher or with the Headteacher both formally & informally.

There are two 'Formal' opportunities per year to meet with staff to discuss your child's progress, one in the autumn term and one in the spring term. In July you will receive a written end of year report for your child. You are also welcome at any time to make an appointment to see the Head or class teacher about any aspect of your child's education.

We hope to keep in close touch by writing to you of any events of importance & regular newsletters are common practice in our school – look out for the 'Woody Weekly'. Each year, for example, you should hear about our Christmas activities, an annual Book Fair, various fund raising events for school and outside charities, plays and concerts, Parents' assemblies and Sports Days, in addition to Parent/Teacher meetings.

You will be invited to many different events throughout the school year and we hope that you will attend as many as possible.

Mrs Billingham, Pastoral Support Manager, and Mr Fox are usually available before the start of the school day to lend a friendly ear to parents. You will also find Mr Bailey, our caretaker, very happy to assist in any way he can.

Mrs Osman is always happy to see parents but it may be necessary to make an appointment.



### **Administration of Medicines**

When you register your child here we will ask you to complete a personal information form. If on filling this in, you indicate that your child has any form of regular medication that needs to be administered at school - for example if he is asthmatic or suffers from hay fever - we will ask you to complete a further form to explain how we should help.

**Only medicine prescribed by a doctor can be kept in school and this MUST be brought in by a responsible adult who will be asked to fill in the relevant form. Under no circumstances should children bring any form of medication in to school.**

### **Child Protection Statement**

At Donnington Wood CE Junior School, we recognise that your child is your responsibility and their safety and well-being your concern. We wish to work in partnership with you, and we will share successes with you, and discuss with you any concerns that we may have.

Since your child's welfare is also our first priority, there may be rare occasions when our concern for your child means that we have to consult other agencies. We will endeavour to contact you in the first instance and share our concerns and where possible, seek your consent to a referral being made to Children's Social care.

However, this will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations where we consider that to be the case.

The procedures we follow are those laid down by the Telford & Wrekin Safeguarding Children Board. The school has adopted both Child Protection and Anti Bullying Policies for the safety of all.

If you would like to know more about our procedures or the policies, please speak to the Headteacher, Mrs Osman, who is the Designated Person for Child Protection.

**We hope that you have found this information useful. Please do not hesitate to call school on 01952 386660 if you require any additional information or support. We are always happy to help. You may also wish to visit the school website:**

**[www.donningtonwood.com](http://www.donningtonwood.com)**