



## Welcome to Donnington Wood CE Junior School

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 on the school website. If you require a paper copy of any of these documents, please ask.

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.





*"The ones who plant and the ones  
who water work together as a  
team with the same purpose."  
1 Corinthians 3:8*

Dear Parents/Carers,

Welcome to the school

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.

Our vision celebrates the TEAM; 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, inclusive and caring environment for all of the children at our school and we want parents and guardians to share in that process.

There will be many opportunities throughout your child's time here for you to share in their education and my staff and I will always be available to talk to you about any aspects of your child's development. We are always keen to share and celebrate the children's successes - both academic and extra-curricular- through SeeSaw and in person visits such as: Christmas and Easter services and other events throughout each year. Letters and updates are sent home regularly via parent pay and online.

One of our greatest aims is to encourage children to take care of each other within a framework of our vision. 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, ready to succeed in life.

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. Our safeguarding procedures are also robust and thorough to ensure the safety of your child is paramount.

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.

On the next page you will find our vision, this, we feel, sets out our goals and mission statement for your child's education – and is what drives us all to be the best we can.

Yours sincerely,  
Mr Fox  
Headteacher

### School Vision

Our school is a community where each person is valued as a child of God. We are a Church of England school, inspired and guided by the life and teaching of Jesus. We work together to create a caring, friendly and safe school family, to enable the whole school community to flourish and each person reach their full God-given potential.



### The School Logo links to our Motto.

*“The ones who plant and the ones who water work together as a team with the same purpose.”*

*1 Corinthians 3:8*

*We believe that with God’s help when we all work as a TEAM - Together Everyone Achieves More.*

### Our Mission (INTENT)

At Donnington Wood CE Junior School we will:

- put the safety of everyone as a priority so we can work in trust and peace.
- encourage everyone to understand the true meaning of friendship, fellowship and community by acting with humility, compassion and in service to each other.
- be inclusive so everyone is valued and respected and where tolerance and diversity are celebrated.
- seek out every opportunity to ensure that all of us flourish in all that we do, developing wisdom and creativity, through an ambitious and broad curriculum that challenges expectations, deepens knowledge and develops skills.
- empower pupils and adults to develop hope and perseverance, so that they are able to engage/explore the challenges of school and the wider world.
- nurture the spiritual development of our school fellowship, develop tolerance of other faiths, beliefs and cultures and build religious literacy through collective worship of God and teaching of RE.
- champion our values to equip our children ready for their future as respectful individuals, life-long learners and active citizens in society (justice).

Our three core values are: friendship, hope and perseverance.

This Vision and Mission will be evident in all we do, from the way we work together to the attitudes to life you will see us show. **We look forward to welcoming you to the school.**

The Prospectus will now detail aspects of the school that you need to know about and also how the vision is evident.

## **The Governing Body**

Your Governors work as a team. They are responsible for making sure the school provides a good quality education for all pupils; raising educational standards in school is a key priority. This has the best chance of happening when there are high expectations of what pupils can achieve. Your Governing body is accountable to parents, the local community and the Local Authority. Governors are at the heart of how a school operates. Governors support and challenge head teachers by gathering views, asking questions and discussing what's best for the school. They are not there to rubber stamp decisions.

The Governing Body:

- ensures the vision is fit for pupils and raises attainment.
- is accountable for the performance of the school to parents and the wider community
- plans the school's future direction
- makes decisions on the school's budget and staffing including the performance management policy
- makes sure the agreed Curriculum is well taught
- decides how the school can encourage pupils' spiritual, moral and cultural development
- makes sure the school provides for all pupils including those with special needs.

Your 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, teaching and learning. The Governing body is made up of a range of representatives who come together to form a very supportive team working together for the good of your child.

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

**Mr Steve Jones**

**Mrs Claire Worthington**

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

**Mr Brian Green**

**Rvd. Lisa Harper**

Local Authority appointed Governor (These governors are appointed by Telford & Wrekin authority and give a wider perspective to our work in school.)

**Rvd. Steph Worrell (Vice Chair)**

**Mrs Lynn McGuire (Chair)**

School Governors

**Mr Robert Fox** – Headteacher

**Mrs Cheryl Bailey** - Staff representative

Parent Governor

Current Vacancy x 2

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 need to fill in the online form and provide us with information relating to date of birth, doctor, telephone contact numbers, possible allergies etc.

The school's Pastoral Support Manager, Miss Ganderton, 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**

In line with our school vision, 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.

Please see more information on the website

Mrs J Jenks is our SEND coordinator and can be contacted through the office.



## School Uniform

Our children enjoy the sense of belonging and pride in their school that the wearing of a uniform brings. All children are therefore 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 or tailored shorts.

(Price lists are available from 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.

Make-up (including nail varnish), should also **NOT** be worn.



### **PE Kit**

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

Plain black shorts

Black or white trainers

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, including a daily dash.

### **PE Day**

When your child has PE, they may come in in their PE kit, this means they will complete other activities during the day. **It must** be the school PE kit, if it is cold they may wear **black/dark** joggers or leggings and their school jumper.

Year 6 Monday, Year 5 Tuesday, Year 4 Wednesday and Year 3 Thursday.

**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. Every Member of our team shares the schools' vision.

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 via Parent Pay, Text or phone, but please be aware that you may need to make an appointment.

### **The Senior Leadership Team**



Mr Fox  
Headteacher



Mr Rawson  
Deputy Headteacher



Mrs Poyner  
Assistant Head  
Curriculum



Miss Ganderton  
Assistant Head  
Inclusion

### **Pastoral Support**

There will always be a member of staff outside who can help you in the morning or end of the day. However, if you would like to meet with our Pastoral Support Manager, Miss Ganderton, please ask for a meeting.



We run a number of open events throughout the term and we welcome you in to share in your child's success. If you would be interested in helping in the school, we would be more than happy to see you!

## Key Staff in School (full lists of staff and lead areas will be shared in September)

**Headteacher:** Mr R Fox

**Deputy Headteacher:** Mr J Rawson

**Assistant Headteacher Curriculum:** Mrs Poyner

**Assistant Headteacher Inclusion:** Miss Ganderton

**SLT: Miss Ganderton (Pastoral Lead) SLT: Mrs Jenks (SENDCO) SLT: Mrs Dymond (Maths)**  
**Full teaching lists will be shared in September.**



**School Business Manager:** Mrs C Bailey



**School Administrator:** Miss S Armstrong

### The School Day

Our school day is 8.30am until 2.45pm every day.

#### **The school gates open at 8:30**

We open both gates (top and bottom gate) at 8:30. We ask that year 6 enter first, followed by 5 then 4 and finally year 3. This helps us manage the road effectively.

Pupils come onto site on their own and are met by their TA and will line up. At 8:35 pupils will enter the classes and registers will be taken and lessons started.

Messages can be passed on via staff on the gate or a phone call or parent pay.

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 'Breakfast Club'. They remain your responsibility until this time.

Lessons formally begin at **8.35am** directly after registration. If your child arrives after 8.35am they must report to the main office to register before going to class.

The lunchtime session begins at 12.15pm & ends at 1.00pm.

The school day formally ends at 2.45pm every day. Parents and carers enter via the top and bottom gate to collect their children from the classroom doors.

This year we will also complete a consultation on opening for longer in line with government aspirations. The government aims for all schools to be open for 32.5 hours, We are short 1 hour and 15 minutes, this is down to a shorter lunch and pupils still have the legal requirement for teaching.



## **Breakfast Club**

Early Bird Club runs from 7.45am to 8.30am 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 or if you pay for the week on the Monday it is £6.50.**

Unfortunately, places are limited but we do try to support as many children as possible through this provision.

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

## **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. Our attendance routines are very rigorous and are linked to safeguarding policies, to ensure pupils are attending school. If you are experiencing issues with good attendance we will invite you in for a meeting, to offer you further advice or help.

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**. Unauthorised holidays will lead to a fine.

**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 8.35am so that registers can be completed correctly.**

**If your child, or someone in the family, develops covid symptoms, you must inform us and take them for a test. We require proof of results before your child can return.**

**If a positive case is found, the bubble might have to isolate. We will let you know more in September.**

## **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. There are two car parks just next to the school in the new houses. This is closer than you can get on the road. 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 10.15am - 10.30am

Lunch time break 12.15 - 1.00pm

During lunchtimes, your children are taken care of by our 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.

In line with our vision, there is no separation or division between those children who pay or those who have 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 Miss Ganderton, 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 every day 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 children's favourites!

Meals cost £2.50 per day and must be paid on Parent Pay. Price rises are calculated in April.

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.

The government pays for meals in Year 1 and 2, however, unless you are entitled for Free School Meals, you will need to pay. If you believe you are entitled to Free School Meals, please contact us.



### **The School Curriculum linked to our Vision**

Our school vision drives everything we do, it reflects the needs of our pupils and local area to challenges all to succeed.

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.

At Donnington Wood CE Junior School we will:

- put the safety of everyone as a priority so we can work in **trust** and **peace**.
- encourage everyone to understand the true meaning of **friendship**, **fellowship** and community by acting with **humility, compassion** and in **service** to each other.
- be inclusive so everyone is valued and respected and where **tolerance** and diversity are celebrated.
- seek out every opportunity to ensure that all of us flourish in all that we do, developing **wisdom** and **creativity**, through an ambitious and broad curriculum that challenges expectations, deepens knowledge and develops skills.
- empower pupils and adults to develop **hope** and **perseverance**, so that they are able to engage/explore the challenges of school and the wider world.
- nurture the spiritual development of our school **fellowship**, develop tolerance of other faiths, beliefs and cultures and build religious literacy through collective worship of God and teaching of RE.
- champion our values to equip our children ready for their future as respectful individuals, life-long learners and active citizens in society (**justice**).

There is further details on this in action on the website.

#### Online Offer

One of the keyways we enact our Vision is through the provision of tablets and access to online learning for every children. Pupils use SeeSaw to share their work and receive feedback. This also allows for you to see and comment on the work, and for your child to carry on their work at home. Through MyOn, pupils can also access an online learning reading journal, and access to thousands of books.

This approach has had a positive impact on pupil progress and allows us to '*champion our values to equip our children ready for their future as respectful individuals, life-long learners and active citizens in society (justice).*'

#### **Our Curriculum**

Our curriculum is driven by, and builds from, our clear and distinct Christian mission and values and champions the National Curriculum and the goal of preparing children to have a set of attitudes and values that prepares them for life in the modern world in a diverse and ever changing community and work place. We want the children of Donnington to develop the appropriate subject specific knowledge, skills and understanding as set out in the National Curriculum and beyond, so that children can flourish, reach and exceed their God-given potential academically, physically and artistically; to be nurtured and inspired to strive for excellence by:-

- Learning about relationships and reciprocity, and how people collaborate, live and work together to form community. **(Building friendship)**
- Learning about technological and social developments and strategies for problem-solving and overcoming difficulties; to develop the resilience and behaviors learners need to succeed in the world. This includes developing concentration, perseverance, imagination, co-operation, the enjoyment of learning, self-improvement and curiosity. **(Encouraging perseverance)**
- Learning about changes to our world, to engage in the culture they live in and understand the cultures of others. Exploring how we can contribute to a better society and sustainable environment and develop aspiration for the future. **(Inspiring hope)**

The curriculum is all the planned activities that we as a school organise in order to promote learning, personal growth and development. It also includes a range of extra-curricular activities that the school organises in order to enrich the experiences of our children. It also includes the 'hidden curriculum', or what the children learn from the way they are treated and expected to behave.

Our school motto of '**TEAM Together Everyone Achieves More**' epitomises what we all feel the school represents. We believe strongly in the partnership of parents, children and staff. By working together & sharing common goals we can move our school forward & achieve our aim of providing a rich & varied education in an atmosphere of trust, tolerance & respect for others.

In practice, our wider curriculum is woven together through termly themes, which all our foundation subjects link to. These are based on our three core values or drivers. Subject leaders design their individual curriculum offers around these themes, whilst the Curriculum Leadership team ensure there is a clear rationale behind the sequence the units are taught in.

The required historical settings and geographical scales of the National Curriculum form the main basis for our foundation curriculum. These ignite a passion and curiosity within our children to gain knowledge and understanding of different times and places. Every year, this learning is enhanced through each year group completing an educational visit to bring their curriculum topics to life.

At Donnington Juniors, we have developed our Science and foundation subjects curriculum to have a clear progression of both knowledge and skills throughout the school. In order to promote maximum progression, we are focused on the retention of this learning from year to year and our curriculum is centred around the research-based approach of repeated curriculum concepts. Our curriculum team of subject leaders have developed our own knowledge-based curriculum that aims to inspire and engage our pupils, whilst enabling them to discover cross-curricular learning and build their knowledge and skills in each subject area.

We teach science and many of the foundation subjects in blocks of approximately two weeks, allowing a real depth of learning, engagement with resources and excellent quality outcomes.

Our curriculum concepts run as threads through our curriculum and help piece together a child's learning through their journey with us, always working towards the bigger picture of achievement at the end of each year group or phase. Each subject has a set of concepts, which appear on all planning and displays. These are the key threads that will be referred to repeatedly throughout the school to instil these core ideas and themes within each subject

At Donnington Wood, we see every lesson as an opportunity to inspire and immerse our students in their topic. Our teachers are all subject specialists, which places them in a unique position to not only sustain the incredible curriculum offer we have but to make learning fun – providing engaging learning experiences that captivate pupils at the time, and are remembered for years to come.

Within each unit of work, lessons are carefully sequenced to build on prior learning and deepen understanding and retention of core concepts. This ensures sequential coverage of all the core concepts, essential skills and maximises cross-curricular links with other foundation subjects – as well as the maths, reading and writing targets for that year group.

Each lesson is framed within the context of the unit of study at the start and begins with a recap of previous learning and a discussion about the key concept and vocabulary associated with the topic, which is all displayed on our topic boards. Both subject specific and cross-curricular skills are made clear to the pupils and feature on the success criteria sheet. These are always clearly differentiated because we believe all our pupils should be able to access the entire breadth of our curriculum and discover their interests for themselves.



Please see the website for the exact details.

### **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 an issue, we will ask you to call into school to discuss how we can best work together for the child's benefit. Mrs Jenks 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, this can be for a small project such as develop handwriting or a longer time support of phonics. However, the goal of this is to fully integrate within the school. 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. Miss Badley and Mrs Palmer are able to support you with out of school sports clubs if needed.

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

In line with our vision, 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 values 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 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. This is linked to our vision and of paramount importance to us. 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 and internet safety day in February.

### **Relationship Education as part of PHSE (RSE)**

Since September 2020 there was a new statutory framework for relationship education. You can find out more information on our website. However, in line with our vision, we teach through our values about:

- Different types of relationships, including friendships, family relationships, dealing with strangers.
- how to recognise, understand and build healthy relationships, including self-respect and respect for others, commitment, tolerance, boundaries and consent, and how to manage conflict, and also how to recognise unhealthy relationships;

- how relationships may affect health and wellbeing, including mental health;
- healthy relationships and safety online

### **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.

Costings of clubs are provided in the sign up form.

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

**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**

Every child is provided with their own device and we also loan items out. This enables pupils to complete work on SeeSaw at home.

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 Computing 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 child 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 Miss Ganderton, 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.

If school property, such as the tablets, is damaged, we may ask for a contribution to the repair.



### **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 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 (Values Champions)**

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.

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 Values Champions work with the SLT 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.

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.

### **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, Mr Fox, 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.

### **Open Days/Special Events**

Over the last few years Covid has reduced opportunities to be part of the school, this year, optimistically we hope to run a full cycle of events linked to our Vision and Values.

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.

We want every pupils to take part in our productions, and we take it on a rota basis to be the 'lead.'

- Year 3 lead the Harvest Assembly
- Year 4 lead Christmas Production
- Year 5 lead Easter

- Year 6 lead their leavers assembly.

**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.
- We will not tolerate any verbal or physical abuse from parents and carers. We expect all parents and carers to act in accordance with the school rules and follow proper channels (i.e. not social media) if they are unhappy with any aspect of schooling.



**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.

Commenting on SeeSaw work and Ensuring your child reads on MyOn is also important. Please encourage your child each week.

**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 once a week. Homework will always be set according to your child's prior learning & will reinforce activities 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.

All homework will be completed on SeeSaw. If you do not have a device, please let us know.

**We would ask that you try to hear your child read every day. MyOn reading data is 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, this may be over the phone.

You will be able to see their work on SeeSaw every day!

Our main line of communication is via Parent Pay, you will be given instructions to sign up when you start.

We regularly carry out parent voice surveys and pupil survey. See the website for more information.

We hope to keep in close touch by writing to you of any events of importance & regular newsletters are common practice in our school. Each year, for example, you should hear about our Christmas activities, various fund raising events for school and outside charities, plays and concerts, Parents' assemblies and Sports Days, in addition to Parent/Teacher meetings. All of these will be on Parent Pay and our website.

Our website also contains the latest news: [www.donningtonwood.com](http://www.donningtonwood.com)

A member of the SLT is 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.

Mr Fox 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, Mr Fox, who is the designated person for Child Protection.

If you have any concerns about Child Protection, or you want any further advice when the school is closed, please contact Telford and Wrekin Family Connect on 01952 385385.

### **GDPR and Data Protection**

We take your data very seriously. Please visit the website to see our privacy statement and policy.

**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 or to see first hand our vision in action.**

You may also wish to visit the school website: [www.donningtonwood.com](http://www.donningtonwood.com)

### **Privacy Notice**

# **Privacy Notice (How we use pupil information)**

### **The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)

- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- lists for trips and activities through Parent Pay
- 

This list is not exhaustive, to access the current list of categories of information we process please see **our website**.

### **Why we collect and use pupil information**

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

**[Setting to document the lawful basis for each purpose (must include a basis from Article 6, and one from Article 9 where data processed is special category data from the UK GDPR). Ensure you list all relevant legislation that supports the lawful basis. For the Department for Education (DfE) data collections see relevant legislation for each specific [data collection](#) you collect data for]**

- for the purposes of school census, data assessment in accordance with the legal basis of **article 6 and 9**.

In addition, concerning any special category data:

- conditions **[Insert conditions]** of [UK GDPR - Article 9](#)

### **Collecting pupil information**

We collect pupil information via **Schloar Pack**.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit **our website**. **Data is stored on Schloar Pack, CPMOS and in lockable cupboard/safe. In line with school policies about safe use of data within the setting.**

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

### **Why we regularly share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

**For instance: on request, the police and Social Services.**

### **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

### **Examples for school census:**

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Bailey**.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

**Please note, consent is the lawful basis. Therefore, you cannot withdraw consent.**

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **July 2023**.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: **Mrs Bailey**.

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils’ personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education’s (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfE-external-data-shares>

## How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you

- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>