

Dronfield Junior School
School Lane
Dronfield
Derbyshire
S18 1RY

October 2013

Dear Parents and Carers

Everyone here welcomes you and your child to our school. We aim to provide a happy, secure and stimulating environment in which your child may grow. Each child is valued as an individual, with the organisation and curriculum designed to provide your child with the best of opportunities for learning - achieving their potential and making learning fun. We want your child to be happy and confident!

We will be having an **Open Night on Thursday 7 November 2013** from 6.00pm to 7.30pm. This is an opportunity for prospective parents and their children to look around the school, meet the staff and governors and ask any questions you may have. Then on **Tuesday 17 June 2014 at 6.00pm** we will have a **Parents' Evening** when I will give a talk about the school and introduce you to your child's new teacher.

You should be aware of the procedures for transferring to a Junior School. In November the secretary of the Infant School will distribute a letter to parents of Y2 pupils. The form has to be completed either on paper or online and returned to the Admissions team at the Education Office (not to the school) between **11 November 2013** and **15 January 2014**. Parents are then informed on **16 April 2014** which school their child will be going to. If, for any reason, you are not offered the school of your choice you do have the right of appeal.

This Prospectus for parents contains useful information to help you prepare for life at Dronfield Junior School. You can also find out more about the school from our school website **www.dronfield-jun.derbyshire.sch.uk**.

The staff and governors are committed to establishing and maintaining a meaningful partnership between home and school. It is our belief that the development of the link between you, your child and the school is an essential element in your child's education. Parents are always welcome in school – please feel able to telephone or visit school whenever you have a query concerning your child's welfare or progress.

Yours sincerely

Mr M J Finch
Headteacher

● **School Staff**

Headteacher

Mr Finch



Deputy Headteacher
Teachers

Mrs Thomson	Mrs Sturdey	Miss Hughes
Miss Spencer	Mrs Ford	Mrs Lunn
Mrs Weston	Mr Hands	Mr Mason
Mrs Trafford	Miss Brightmore	Miss Grogan
Mrs Genders	Mrs Chilvers	Miss Rogers
Mrs DeAlmeida	Mr Gordon	
Mrs Ridgard		

Teaching Assistants

Mrs Stevenson	Mrs Hutton	Mrs Prime
Mrs Orford	Mrs Meechan	Mr Burrows
Mrs Channon	Mrs Platts	Mrs Plant
Mrs Walker	Mrs Hart	Miss Duckham

Secretary
Admin. Assistant
Site Supervisor

Mrs Myers		
Mrs Rooney		
Mr Halladay		
Mrs Jenkins	Mrs Bird	Mrs Hallas
Mrs Walker	Mr Price	Mrs Anderson
Mrs Cartwright	Mrs Wells	Mrs Platts
Mrs Crookes	Mrs Tanner	Mrs Clarke
Mrs Allen-Riley	Miss Maples	
Mrs Wolstenholme	Miss Simpson	

Cook
Midday Supervisors

● **School Governors**

The Governors are representatives of various local groups and influence the character, policies, and general administration of the school. They are elected for a period of four years and meet regularly to debate all aspects of school life. There are Committees for Finance, Pay & Personnel, Curriculum and Premises.

Parent Governors

Mark Hickman	Katherine Shaw
Virginia Fieldsend	
Suzanne Barber	
Clair Stokes	

LA Governors

John Harvey	Chair of Governors	Tel 412313
John Fletcher	Vice Chair	

Karen Bull
Richard Gilson

Community Governors

Liz Bashforth
Alistair Garrett
Wendy Temple
Vicky Clark

Staff Governors

Mrs Trafford
Miss Rogers
Mr Burrows

Headteacher (ex-officio)

Mr Finch

Associate Governor

Mrs Thomson

Clerk to the Governors

Esther Edwards Tel 291138

If any parents are interested in becoming a school governor, please discuss this with the headteacher. He will tell you more about the role and when elections are due to be held.



***Children enjoying activities at the
PGL Caythorpe Court Activity Centre - September 2013***

Our Mission Statement

'Achieving potential whilst making learning fun'

• Our School Aims

- *To help children develop to their full potential with lively enquiring minds, the ability to question and discuss rationally, and to apply themselves to tasks and physical skills.*
- *To foster a warm and friendly atmosphere within a caring school community in which children's self esteem and respect for others can develop.*
- *To provide a broad, balanced curriculum which should be appropriate and matched to the development level and needs of individual children, giving due regard to the fundamental importance of maths and language.*
- *To help pupils to acquire knowledge and skills, encouraging them to take pride in their achievements.*
- *To promote the need for good conduct and discipline.*
- *To promote respect for religious and moral values, and tolerance of other races, religions and ways of life. To understand the world in which they live, and the interdependence of individuals, groups and nations.*
- *To provide all children with equal opportunities, rights and responsibilities regardless of race, gender, background, ability or disability.*
- *To recognise and promote the partnership between pupils, parents and school in the education of our children.*
- *To recognise and promote the role of the school within the community, and to encourage our children to care about, and take responsibility for our environment both locally and globally.*

Complaints Procedure

- If you have a concern about your child please see the class teacher in the first instance. If you feel you need to take your complaint further, please speak to the Headteacher. If you are not happy with the response of the Headteacher, please contact the Chair of Governors, via the School Office.
- A copy of the school's Complaints Procedure is available upon request.



***Dronfield Junior School
viewed from School Lane***

We are very proud of our school, which is the oldest and largest junior school in Dronfield. Built in 1875 the stone building has been modernised and extended and is now extremely well equipped and resourced. The Governors have introduced many measures to improve security to ensure your child’s safety, and the school’s playgrounds have been developed to provide a wide variety of play and sports facilities as well as quiet areas, sculptured seating, a sunshade and covered canopy area, an adventure playground and a wildlife area. Similarly there have been many measures taken to ensure disabled pupils are catered for and welcomed. If your child has any specific needs please contact the headteacher.

We are fortunate in having dedicated, experienced and enthusiastic teachers and support staff who make the most of our facilities, both within the school day offering a broad, balanced curriculum, and after school hours with numerous clubs and activities. We have an excellent choir, music groups, art, drama and dance clubs which together put on musicals and concerts – and the children particularly enjoy our discos.

Our ICT work is a strength of the school. Each year group has a set of 16 laptops to give regular access for every child to a wide range of programs and ICT facilities. Every classroom is equipped with an Interactive Whiteboard and a digital camera to enable teachers to use the latest technology to make lessons stimulating and fun.



Children climbing Jacob’s Ladder at Caythorpe

- **Sports provision**

We encourage active participation in a wide variety of PE and sports activities. Our PE timetable includes gymnastics, dance and games in a balanced programme over the year, and all children will go to the Dronfield Leisure Centre for swimming lessons in Year 5.

We are fortunate in having excellent sports facilities, including a school field with 2 football pitches and rounders pitches. Our yards have several short tennis courts and facilities for netball, 5 a side football and basketball. We make the most of these facilities with a full programme of after school sports clubs, including football, tag rugby, netball, basketball, table tennis, water polo and running. . Similarly we have excellent table tennis facilities. Various sports coaches visit the school to give children the opportunity to develop their skills to a high level.



Children enjoying Sports Day at English Institute of Sport—May 2013

The School Day

Morning school	9.00am – 12 noon
Afternoon school	1.05pm - 3.30pm

Children should not normally arrive at school until 8.50am at the earliest and on fine days should stay in the yard until the bell goes at 9.00am. Members of staff will be on duty from 8.50am but we cannot be held legally responsible for children arriving before that time.

The School Calendar

Term dates for 2014/15:

- Tuesday 9 September 2014—Friday 24 October 2014
- Tuesday 3 November 2014— Friday 19 December 2014
- Monday 5 January 2015—Thursday 5 February 2015
- Monday 16 February 2015—Friday 27 March 2015
- Monday 13 April 2015—Friday 22 May 2015
- Tuesday 2 June 2015—Friday 24 July 2015

Training / planning days

Friday 5 September 2014, Monday 8 September 2014, Monday 3 November 2014, Friday 16 February 2015, Monday 1 June 2015.

Holiday Leave

Due to new Government regulations concerning attendance, the school can no longer authorise any leave. Parents can apply for leave under exceptional circumstances. If the leave is not approved (unauthorised) the school is obliged to inform the Local Authority who may issue a penalty notice.

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- **School Meals**

Our Catering Staff have achieved a prestigious Gold Award for the standard of catering. This achievement was only been given out to four schools in the whole of Derbyshire this year. We are very proud about the standard of school meals.

School meals are cooked at school by our own kitchen staff and served, cafeteria style, in the hall. The daily menu always includes a vegetarian alternative (available to all children, not just vegetarians), a sandwich alternative with salad and a choice of sweets, including fresh fruit. Dinner money, currently £1.95 (£9.75 weekly) should be brought into school on Mondays for the whole week or paid for a half term in advance. Cheques should be made out to 'Derbyshire County Council' or 'DCC'.

We encourage parents who feel that their children may qualify for free school meals to contact the school for help. All applications will be treated in confidence and dealt with discreetly. Children may prefer to bring sandwiches, but we do ask for two weeks' notice if your child wishes to switch from school dinners to sandwiches.



- **Parental Involvement**

We value the close co-operation between parents and school, and send home weekly Newsletters. These are numbered, so if your child forgets to bring one home, or if he/she has been absent you can ask for any letters you may have missed. We also send copies of the newsletters to you through e-mail. Please email Mr Finch to be put on the list. Newsletters are also available on the school website.

We consult parents and pupils over various issues through surveys and we have several parents' meetings about curricular issues, SATs preparation and Sex Education. You are also very welcome to come along to our popular parents' Quiz Nights, held twice a year.

We have a school fund to provide extra equipment and activities for children. Money is raised through discos, book fairs and sponsored activities. Similarly we have a Charity Group, which raise money for charities, such as Children in Need and the NSPCC.

Parents come in to school to help in a variety of ways. If you are interested in this please contact the headteacher or your child's teacher for more details.

● School Uniform

The School Governors have made wearing the school uniform **compulsory** for many years. School uniform can be ordered online www.stparents.co.uk. or purchased at Crystal Peaks. A small sample of uniform is kept in school for the purpose of trying on for size.

Uniform:

- Sweatshirts, cardigans, jumpers – burgundy with white and gold logo or plain burgundy.
- Polo shirts, sky blue or white with gold and burgundy embroidered logo or plain sky blue or white.
- Formal trousers or shorts (culottes style for girls) – black or grey.
- Skirts – black or grey.
- Tights – black or grey.
- Shoes – black (or plain black trainers). In winter, girls can wear smart, flat, black boots.
- In the summer, girls may optionally wear a blue or red gingham check dress (girls can wear white cycling shorts underneath which are above the knee for modesty).
- We also sell reversible coats in burgundy or navy blue.

Clothing/appearance which are **not** allowed to be worn:

- Inner layers which can be seen above the polo shirt collar.
- Tracksuit bottoms, jeans, combats, leggings, casual shorts, hot pants, mini-skirts or skinny trousers.
- Trainers with sporting manufacturers' logos, Converse, Ugg boots, Doc Martins, ballet shoes or sandals.
- Nail varnish or make-up.
- Unnatural hair colouring.

For PE we ask that parents purchase a T-shirt in their child's house colour (Haddon- red, Hardwick – yellow, Peveril – green or Chatsworth – blue) with black shorts and indoor plimsolls. For health reasons we ask that children should always change for PE. As cloak-rooms are crowded we ask that PE bags with a drawstring should be used, these are on sale in house colours from school. Children are allowed to wear coloured trainers for outdoor games, and at break times, but not in classrooms. We strongly recommend that **all items of school dress should be clearly labelled** with the child's name.

The wearing of jewellery at school, and particularly earrings, can cause considerable safety problems, especially in PE and Games lessons. We only allow stud earrings which must be taped over for PE. The Governors request that your child does not wear jewellery (including bracelets) at school. Watches are allowed. Lost Property is kept in the Den.

Mobile phones should not be brought into school. If they are needed for any reason, please ensure the phone is handed to your child's class teacher in the morning.

- **Transfer between Schools**

Most of our pupils come from our feeder school, Dronfield Infant School, and on leaving our school transfer to The Dronfield Henry Fanshawe School. The three schools work hard to promote close liaison for continuity and progression. Particular care is taken to ensure that receiving schools are aware of any special needs pupils may have. We recognise that the time of transfer from one school to another can be a traumatic time for children.

- **Pastoral Care and Discipline**

We want all children to be safe and happy, to develop high self-esteem and to have a positive regard for other people and their environment. We have a Positive Behaviour Policy in which all members of staff share responsibility for pastoral care and we ask for parental support for the school and class rules. Our aim is to help pupils to work towards self-discipline, that is, to help children consider how their actions have affected the lives, happiness, comfort or feelings of other people around them. Bullying will not be tolerated - if you feel your child is being bullied please contact the school and action will be taken.

To help new pupils settle into school life we give each lower school pupil an upper school 'buddy', and there are occasional joint class events to promote understanding and friendship between the younger and older pupils.

All the children are working towards receiving a bronze, silver and gold award badges for their conduct at school. These are awarded through the year in school assemblies.

If a child's behaviour gives cause for concern, our policy is to contact the parents to see if together we can find some reason for this and how best to deal with it at home and in school.

We have a School Council comprising six Y6 pupils selected every year by upper school children. They meet each week in the library and they are available to help with a whole range of school issues, including school behaviour, fundraising and bullying.

- **School Garden 2013**

Our School Garden is currently being renovated by a group of parents. It is hoped that the children will be actively involved in the future development of the garden. We have recently been awarded 'Most Improved Garden' by the Dronfield in Bloom Committee



● **Child Protection**

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Child Protection Procedures and inform Social Care of their concern. The school’s Child Protection Coordinator is Mrs Trafford. Mr Finch is also fully trained as a Coordinator.

● **Assessment**

Children are formally assessed at the ages of 7, 11 and 16. The school will also be continually monitoring children’s progress and saving pieces of work selected by both teachers and pupils in a record of achievement file. This gives a record of your child’s progress and also reinforces the message that his/her work is valuable and worth keeping. All children have annual reports and there are parents’ evenings in the autumn and spring terms to give you an opportunity to discuss your child’s progress with his/her teacher. There are SATs tests in Maths and English at the end of each year to monitor children’s progress and facilitate more accurate target setting.

SATS results 2013

We reproduce below the statistics from the summer of 2013, which are expressed in the percentage of Y6 pupils who attained level 4 or above – this is the level a good ‘average’ pupil should achieve and of those who achieved level 5 - well above average. Children should make at least two levels of progress from their key stage 1 assessment at the end of Y2 and their SAT test at the end of Y6.

Subject	Result 2013	National Average 2012	Targets 2014
Reading L4+	94	86	93
Reading L5+	59	48	66
Reading 2 levels	90	89	95
Writing L4+	98	81	85
Writing L5+	43	28	37
Writing 2 levels	99	89	95
Maths L4+	92	84	92
Maths L5+	62	40	62
Maths 2 levels	92	86	90

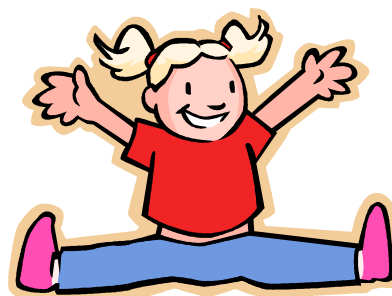
Clearly our results are well above average and the children have achieved excellent results. We do, however, value all children equally for their individual abilities and achievements. Year groups vary and some have a greater percentage of children with special needs. Our aim is to enable every child to achieve his/her full potential. We take just as much pride in a child with special needs who achieves level 2, as in a more academic child working at level 5.



We celebrate success and value every child's achievement

- **Homework**

All teachers will set a small and manageable amount of homework on a regular basis, which will be mainly based around literacy and numeracy. In early September teachers write letters to the parents of their pupils which will give details of their homework diary. All pupils will have weekly spelling lists to learn plus a small amount of Maths, linked to the Numeracy Hour, English and occasionally topic work. In addition to formal homework, we encourage all children to take reading books home to read for pleasure. Parents are encouraged to support their children in learning their tables and in practical mental arithmetic activities, such as shopping, giving change, telling the time and measurement. We sell very smart, attractive Velcro wallets and bags to protect homework, books and newsletters on the journey home. These are on sale from the secretary, Mrs Myers



While we encourage and expect all pupils to do their homework and hand it in on time, we do recognise that many children have other evening clubs and activities, and may not always have time to complete the work set. If this is the case, or if your child is having problems with the homework set, please let your child's teacher know.

- **Special Needs**

If we are concerned about the progress of your child, then our first step will be to discuss this with you. Children have difficulties at school for all kinds of reasons and parents can often throw light on just what may be the problem. The SENCO (Special Educational Needs Co-Ordinator– Mrs Thomson) has special responsibility for children with special needs and regularly liaises with the head, all class teachers and our Educational Psychologist. If you wish to request a meeting with the SENCO or the Educational Psychologist, you can do this through the headteacher.

- **Absences**

If your child is absent a telephone call or note on the first morning before 9.30am explaining why, is needed. If it is necessary for your child to visit the doctor or dentist during school hours, once again a note or phone call is required. If your child is absent for a long time the teacher will, if you ask, supply some suitable work for him/her to do. If, for any reason you need to take your child out of school during school time it is vital that you inform the class teacher and sign in and out of school (please visit the school office).

- **Sex and Relationships Education (SRE)**

Our SRE policy is in line with the recommendations of the Derbyshire County Council. In the Autumn term of Y5 the school nurse talks to the girls about the beginnings of puberty and all pupils have SRE lessons towards the end of the Y6. Teachers answer questions, which may arise from individual children, factually and sensitively, always bearing in mind the age of the children. Lessons on SRE include talks by the school nurse and videos. We do feel that sex education is a joint responsibility between the school and within the family and parents are offered an opportunity, at an evening meeting, to view these and discuss the SRE provision with the teachers before the children see them.

- **Data Protection**

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE) which is also responsible for the National Curriculum and associated assessment arrangements.

- **Educational Visits**



Children will have opportunities to go out of school to extend their knowledge and experience. Visits provide a direct first hand experience to make learning more meaningful as well as providing a stimulus for work in the classroom

If educational visits take place, mainly during the school day, and involve transport or admission costs, we need to ask for a voluntary contribution from parents to make them possible. If we receive insufficient voluntary contributions we may be unable to go ahead since funds are limited for this purpose. Our policy is always to include all children in such day visits so if there are difficulties meeting costs please contact the school. We also arrange residential visits, the full cost of which will normally be charged to the parents of children who participate.

The Governors and staff take the issues of safety on school trips very seriously and risk assessments are written and followed at all times. Children are not allowed mobile phones or access to the internet on trips. This year there are residential trips to Paris, London, Llandudno and the PGL outdoor pursuits centre at Caythorpe Court, Lincolnshire.

- **First Aid and Medicines**

First aid for minor illnesses or injury sustained during the normal school day will be provided and all staff have first aid training every three years. In all other cases the treatment of the pupil is the responsibility of the parents who will be informed, as soon as possible, if their child becomes ill.

The school keeps records of where parents can be contacted in case of emergency – **please inform school immediately of any changes of address, telephone number or place of work.** The responsibility for the administering of medicine to pupils at school lies with the parents. However, in exceptional cases when it is necessary for children to receive medicine during school hours, we will look after and administer the medicine. Please ensure that the medicine is brought to school by the parent, clearly labelled with the dosage and the child's name, and collected again personally by the parent at the end of the day. Inhalers are kept by children. Parents are asked to sign an indemnity form, which is kept in the staffroom.

- **Road Safety**

School Lane gets very busy at the start and end of the school day – if you bring your child to school in a car please use the Drop Off Zone on the Yellow Zig Zag lines above the junction to Gledhill Close. **Please keep the white zig zag lines either side of the zebra crossing clear** and do not drop children off there or outside of the Junior School entrance. Governors from both the Junior and Infant Schools worked hard to produce a School Travel Plan, which sets out many concerns and proposals to improve road safety. We have a voluntary one-way system down School Lane from Gomersal Lane to Lea Road, for vehicles at the beginning and end of the school day, to reduce the congestion of traffic and we appeal to all parents to support this initiative.



We hope you will encourage your children to walk to school and we organise two 'Walk to School Weeks' in the Autumn and the Summer. If your child has to cross Gomersal Lane or Hallows Lane please ensure he/she crosses with the help of the crossing patrol wardens, who are on duty before and after school.

Children are frequently reminded about the importance of road safety and year 6 children are offered free cycling proficiency lessons.

- **Kids Club**

The school links up with the Kids Club, based at the Infant School, who offer very good child care between 7.30am and 6pm everyday during term time and in the school holidays. The club is very successful and is enjoyed by many children. The Club is separate to the school and you need to book places directly with them—telephone 01246 290880

- **Dronfield Junior School Rules for Responsible Internet Use**

The school has installed computers and Internet access to help our learning. These rules will help keep everyone safe and help us be fair to others.

- I will ask permission from a member of staff before using the Internet;
- I will use only my own login and password, which I will keep secret;
- I will not access other people's files;
- I will use the computers only for school work and homework;
- I will not bring CDs into school unless I have the express permission of both my teacher and the ICT Coordinator;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number or arrange to meet someone unless my parent, carer or teacher has given permission;
- To help other pupils and myself, I will tell a teacher if I see anything I am unhappy with, or I receive messages I do not like.
- I understand that the school may check my computer files and may monitor the internet sites I visit.

- **Health Promoting School**

The school has been awarded 'Health Promoting School' status, in recognition of the work done to promote a healthy lifestyle. This includes the provision of many sports activities, promoting drinking water at school and many events to promote healthy lifestyle. We have filtered cooled drinking water available at all times and we encourage children to bring their own water bottles to school. We encourage children to bring healthy snacks such as fruit, raisins, cheese strings and cereal bars (although not ones covered in chocolate) and we ask Children not to bring crisps, sweets, chewing gum and chocolate.



- Curriculum**

We deliver a creative curriculum to inspire minds and teach children knowledge and skills. The topics link across the subjects in order to deepen children’s knowledge and understanding. We put particular emphasis on writing and children’s writing for particular purposes covering a range of genre.

In Year 3 the Autumn topic is ‘The Deep’ and they have enjoyed a trip to the Deep in Hull. In Year 4, they have taken a different slant on the Victorians and will be enjoying a trip to Kelham Island for a Victorian Christmas. Year 5’s are looking at famous events of the last century, starting with the sinking of the Titanic. The children have written diaries as though they are on the Titanic and have learn to dance the Foxtrot as if they had a first class passenger after evening dinner. The Year 6 topic has been all about chocolate and recently conducted a scientific investigation researching the amount of cocoa in the chocolate affects the amount of time it takes to melt.

Comic Relief 2013

- Our many awards**

The school has numerous awards in recognition of its work promoting the Arts (Artsmark Silver Award), the Environment (Eco Schools’ Award), Music (Derbyshire Music Quality Mark) Sports (Activemark) and the teaching of Basic Skills (Quality Mark).



While we are proud of these awards, the most reassuring mark of success is that children enjoy coming to school!

