



Dronfield Junior School  
School Lane  
Dronfield  
Derbyshire  
S18 1RY

October 2014

Dear Parents and Carers

Everyone here welcomes you and our 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 6 November 2014 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 23 June 2015 at 6pm 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. The application process opens on Monday 10 November 2014 and ends on 15 January 2015. You can apply online via the Derbyshire County Council website – [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) or by contacting Call Derbyshire on 01629 533190 to make an application by phone. Parents are then informed on 16 April 2015 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](http://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 M Finch

**Deputy Headteacher** Mrs N Thomson

**Teachers**

Miss L Brightmore	Mrs A Chilvers	Mrs R DeAlmeida
Mrs L Ford	Mrs E Genders	Miss L Grogan
Mr R Hands	Miss L Hughes	Mrs J Lunn
Mr R Mason	Mrs L Ridgard	Mrs T Robinson
Miss C Rogers	Miss M Spencer	Mrs K Sturdey
Mrs K Trafford	Mrs S Weston	

**Teaching Assistants**

Mrs W Anderson	Mr T Burrows	Mrs J Channon
Miss N Duckham	Mrs R Hart	Mrs J Hutton
Mrs N Orford	Mrs H Plant	Mrs D Platts
Mrs J Prime	Mrs E Stevenson	Mrs M Walker

**Secretary** Mrs K Myers

**Admin Assistant** Mrs L Cooper

**Site Supervisor** Mr T Halladay

**Cook**

Mrs Bird	Mrs Birks	Mrs Ellina
Mrs Hallas		

**Midday Supervisors**

Mrs J Allen-Riley	Mrs W Anderson	Mrs J Cartwright
Mrs K Crookes	Miss C Jackson	Miss V Maples
Mrs D Platts	Miss E Robbins	Mrs H Wolstenholme
Mrs M Walker		

## • 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.

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.

<b><i>Parent Governors</i></b>	Sarah Sinclair Virginia Fieldsend	Katherine Shaw Clair Stokes
<b><i>Local Authority Governors</i></b>	John Harvey, Chair of Governors Tel 412313 John Fletcher, Vice Chair Karen Bull	Richard Gilson
<b><i>Community Governors</i></b>	Liz Bashforth Wendy Temple	Alistair Garrett
<b><i>Staff Governors</i></b>	Mr T Burrows Mrs K Trafford	Miss C Rogers
<b><i>Headteacher (ex-officio)</i></b>	Mr M Finch	
<b><i>Associate Governor</i></b>	Mrs Thomson	
<b><i>Clerk to Governors</i></b>	Mrs E Edwards	



**Year 5 Children enjoying activities at the PGL Caythorpe Activity Centre – September 2014**

## ***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, regions 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.

- **Our School**



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/trim trail 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 group, 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 programmes 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.

- **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. Year 5 child go to Dronfield Sports Centre for swimming lessons.

We are fortunate in having excellent sports facilities, including a school field with 2 football pitches and rounders pitches. Our yard has 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**

- **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 9am. 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 2015/2016:

- ❖ Monday 7 September 2015 – Friday 23 October 2015
- ❖ Monday 2 November 2015 – Friday 18 December 2015
- ❖ Monday 4 January 2016 – Friday 12 February 2016
- ❖ Monday 22 February 2016 – Friday 24 March 2016
- ❖ Monday 11 April 2016 – Friday 27 May 2016
- ❖ Monday 6 June 2016 – Tuesday 26 July 2016

- **INSET Days 2015-2016**

These have yet to be agreed

- **Holiday Leave**

Due to the new Government regulations which came into effect on 1 September 2013 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.

- **School Meals**



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

School meals are cooked by our very 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) and a choice of sweets, including fresh fruit. Dinner money is currently £1.95 per day (£9.75 per week) and should be brought into school on a Monday for the whole week or paid for half term in advance. Cheques should be made payable to Derbyshire County Council.

We do offer the option of flexible dining where children can have school meals on selected days each week. However these days must be the same each week for the full half term.

We encourage parents who feel that their children may qualify for free school meals to contact the school for further information. Alternatively, you can complete the application form which is available online at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

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. 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 night which is held each 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 at [www.stparent.co.uk](http://www.stparent.co.uk) or purchased from the School Trends Shop or Crystal Peaks Market. 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 (cullotte 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 knees for modesty)
- ❖ We also sell reversible coats in burgundy or navy blue.

Items 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 Martens, 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, Chatsworth – blue) with black shorts and indoor plimsolls. For health reasons we ask that children should always change for PE. As cloakrooms 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 are clearly labelled** with the child's name.

The wearing of jewellery at school, 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 reasons, 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 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 lower school pupil an upper school 'buddy' and there are occasional joint class events to promote understanding and friendship between the young and older pupils.

All the children are working towards receiving a bronze, silver and gold award badge 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 of six Year 6 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**



Over recent years the school garden has been renovated. In 2014 we were awarded 'Best Flower Garden', 'Best School Productive Garden' and 'Best School Garden Overall' in the Dronfield in Bloom competition. We have recently achieved the Green Flag award from Eco Schools which recognises the hard work done by the school's Eco 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 Co-Ordinator is Mr Finch. Mrs Trafford is the Deputy Child Protection Co-Ordinator.

- **Assessment**

Children are formally assessed at the ages of 7, 11 and 16. The school will also continually monitor children's progress and will save 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.

- **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 days. All pupils will have weekly spelling lists to learn plus a small amount of Maths, 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 time and measurements.



Whilst 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.

- **SATs Results 2014**

We reproduce below the statistics from the Summer of 2014, 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 Year 2 and their SAT test at the end of Year 6.

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.

Subject	School 2014	National 2013	LA 2013	Target 2015
Reading L4+	95	86	88	95
Reading L5+	67	45	46	66
Reading 2 lev	95	88	87	90
Reading 3 lev	24	30	NA	29
Writing L4+	98	84	86	93
Writing L5+	46	31	34	46
Writing 2 lev	98	91	91	92
Writing 3 lev	33	30	NA	22
Maths L4+	90	85	86	92
Maths L5+	57	41	43	62
Maths 2 lev	95	88	87	91
Maths 3 lev	26	30	NA	30
Reading, Writing and Maths L4+	92	76	78	88
Reading, Writing and Maths L5+	40	21	23	36

- **Special Needs**

If we are concerned about your child's progress 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) is Miss Brightmore and she has special responsibility for children with special needs and regularly liaises with the Headteacher, Class Teachers and the Educational Psychologist. If you wish to request a meeting with the SENCO you can do this through the Headteacher.

- **Absences**

If your child is absent, please telephone school before 9.30am to explain why. If it is necessary for your child to visit the Doctor or Dentist during the school day, a note or phone call to school is required. If your child is absent for a long time, the teacher will, if you ask, supply suitable work for him/her to do. If for any reason you need to take your child out of school during the day it is vital that you inform the class teacher and sign your child in and out of school at the Office.

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

Our SRE policy is in line with the recommendation of the Derbyshire County Council. In the Autumn term of Y5 the School Nurse talks to the girls about the beginning of puberty and all pupils have SRE Lessons towards the end of 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. 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 responsible for the National Curriculum and associated assessment arrangements.

- **Educational Visits**



**Year 6 Children at Greenwood Forest Park,  
June 2014 (Llandudno Residential)**

Children will have the opportunity 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 whilst on trips. This year there are residential trips to Paris, London, Llandudno and the PGL outdoor pursuits centre at Caythorpe Court in 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 change of address, telephone number or place of work.** The responsibility for the administration 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 a parent, clearly labelled with the dosage and the child's name and then collected by the parent at the end of the day. Inhalers are kept with the 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 the 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 work 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 Gommersal 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 child to walk to school and we organise two 'Walk to School' weeks in the Autumn and the Summer. If your child has to cross Gommersal 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 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.

- **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 a 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, vegetables, dried fruit and cereal bars (although not ones covered in chocolate) and we ask children not to bring crisps, sweets, chewing gum and chocolate.

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

The School has installed computer and internet access to help our learning. These rules will help keep everyone safe and help us to be fair to others.

- ❖ I will ask permission from a member of staff before using the internet;
- ❖ I will use only my own log in 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 CD's into school unless I have the express permission of both my teacher and ICT Co-Ordinator;
- ❖ 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, 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.

## • Curriculum

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



### Year 3 children enjoying the workshop at The Deep

In Year 3 the Autumn topic is 'Ocean Adventure' and the children have enjoyed a trip to The Deep in Hull. In Year 4, their topic is 'Traiders and Raiders' focusing on the Anglo-Saxons and Vikings and have been to the Jorvik Viking Centre in York. The Year 5 topic is 'Tomb Raiders' and they are learning about ancient Egyptians and had a visit from a local archaeologist. Year 6 are focussing on chocolate and the Mayans and have scientifically explored the properties of chocolate (including tasting!).

## • Our many awards

The school has numerous awards in recognition of its work promoting the Arts (Artsmark), the environment (Eco Schools' Award), music (Derbyshire Music Quality Mark), Sports (Activemark).

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

