



Drayton Church of England Junior School

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Chair of Governors: Mr Simon Taylor

Prospectus 2018-2019 1. Information and Organisation

The information contained in this prospectus was correct at the time of printing
on 5th July 2017



WE PROMOTE STAFF WELL-BEING



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Welcome to Drayton Church of England Junior School

This prospectus has been produced for those parents whose children will be new to the school next year, and for those who wish to find out more about the school.

The information included will tell you something about Drayton Church of England Voluntary Controlled Junior School, its aims and objectives, organisation, management and curriculum, but it is only an introduction. You will learn more about the school and its activities from newsletters, meetings with staff and visiting the school.

We would like parents to feel welcome and to be a part of the school and, by encouraging a close relationship between teachers and parents, provide a suitable environment for each individual to develop academically and socially. If you have any concerns or problems at any time, please contact us and we will endeavour to assist.

We believe we have a school that meets the needs of the communities of Drayton and Thorpe Marriott where children have the opportunity of participating and excelling in a wide variety of ways. We hope that by working closely together, we can ensure that Drayton Junior School is a place where parents, teachers, visitors and, most importantly, the children all enjoy coming.

Drayton CE Junior School is a caring school

Cherishing each individual

Aiming for excellence in teaching and learning

Relationships built on mutual respect

Experiences that enrich lives

CARE is our core value.

As a church school, we value our Christian foundation, whilst respecting and welcoming those of different faiths and beliefs. We understand our vision and ethos as reflecting Christian values, especially in the central importance we attach to “care” – care for every member of the school community, and care for the wider community and for the world in which we live.

Cherishing each individual

- We recognise the individuality of each child.
- Every child is given equal opportunity to develop intellectually, physically, socially, emotionally and spiritually in a happy, caring and ordered environment.

Aiming for excellence in teaching and learning

- We support and challenge children to develop their abilities and talents by providing a broad, balanced and relevant curriculum, with recognition being made of children’s individual needs.
- We help children acquire the essential knowledge, skills, concepts and attitudes that will enable them to take full advantage of all opportunities open to them.
- We support and challenge our staff to achieve the highest standards of teaching and learning.

Relationships built on mutual respect

- We believe this to be fundamental to achieving all our aims.
- We take our role in the community very seriously. We encourage children to make a positive contribution to a wide range of local, national, worldwide and Church communities.
- We enable the children to become valued members of the community, to develop social awareness and a respect for the needs, wishes, aspirations, opinions and belongings of others.

Experiences that enrich lives

- We want children to enjoy school life and to grow as people, developing self-confidence and self-discipline, to meet challenges now and in the future, and to develop a hunger for learning.
- We offer the opportunity for children to participate and develop in a wide range of ways; academically, creatively, emotionally, spiritually and artistically.
- Through the curriculum, music, visits, the performing arts, and sport, we aim to enrich children’s lives.

The School

Drayton Church of England Junior School was formed in September 2007 following the reorganisation of schools in the Norwich area and serves the communities of Drayton and Thorpe Marriott.

Children are admitted at the age of seven into Year 3, mainly from Drayton Community Infant School, and will proceed through the school until they transfer to high school at the end of Year 6 on reaching the age of eleven.

Classes are arranged in four year groups, with three mixed ability classes in each. In September 2018 there will be 342 children on roll. Children are mainly taught by their class teacher but there are opportunities for them to experience specialist teaching or to be taught by those with special interests or expertise.

The main school building consists of ten class bases and two temporary mobile classrooms. This is supplemented by a large assembly hall, and specialist rooms for technology and science, computing, food technology, art, special needs, music, in addition to a well stocked library, making Drayton Junior School one of the best resourced junior schools in the area. The school is fortunate to have a heated, covered swimming pool enabling our children to swim all year round. Outside there are two playgrounds and a school field, a "wild area" and gardens. We also use the larger field at Drayton Infant School for some sporting activities.

Community and Church

We take our role in the community very seriously. As a Church of England Voluntary Controlled school we promote Christian values, and aim to encourage pupils to make a positive contribution to, and take a responsibility for, a wide range of local, national, worldwide and church communities.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. The daily act of Collective Worship at Drayton is wholly or mainly of a broadly Christian character. In addition it is a valuable educational experience and in such reflects the specific aims of the school. Collective Worship is based around themes, advantage being made of visiting speakers or organisations, with local or nationally organised events or charitable fund raising activities, or topical matters regularly being featured. Friday's assembly is an occasion where we celebrate the achievements of the children individually and collectively, and this provides a fitting conclusion to the week. Parents' rights to withdraw their children from collective worship are respected.

Admissions

Admissions to the school are controlled by the Local Authority. The school's designated area is Drayton and Thorpe Marriott (North), although there are a considerable number of children from other areas whose parents have exercised their right to have their children educated at Drayton Junior School.

In the event of over-subscription, preference will be given in priority order to:-

- ~ Those children living within Drayton CE Junior School's designated area - that is Drayton and Thorpe Marriott (North).
- ~ Those children living outside of the school's designated area that have brothers or sisters who attend the school.
- ~ Those children living outside the designated area served by the school.

Parents should note that a child's designated high school is determined by their home address. Taverham High School is the designated high school for children residing in Drayton, Taverham and Thorpe Marriott.

The Staff (2018/2019)

Mr D Oldham

Headteacher

Head of the school. School leadership and management, finance and the school environment, and pastoral care. Professional relationships with the Local Authority, School Governors and all other outside agencies, parents and the local community. Safeguarding. Leadership team member.

Mr M Richards

Deputy Headteacher

Deputy for responsibilities above. Leader of Teaching and Learning. Timetabling. Special Educational Needs & Disabilities Co-ordinator. Leadership team member.

Mrs G Bond

Curriculum Responsibility for PE. Year 4 class teacher.

Mrs S Brooks

Curriculum Responsibility for English. Year 3 class teacher

Ms E Cope

Part time

Teaching & Learning Leader, Co-ordinator for Assessment and Record Keeping. Multi-cultural education co-ordinator. Children's University Co-ordinator. Leadership team member. Year 6 class teacher.

Mrs E Finch

Part time

Curriculum Responsibility for Design Technology. Year 6 class teacher.

Ms N Game

Curriculum responsibility for Maths. Year 6 class teacher.

Mrs H Hone

Part time

Responsibility for the Library. Year 3 class teacher.

Mrs A Howell

Curriculum responsibility for Religious Education. Year 3 class teacher.

Mrs L Innes

Full time

Curriculum responsibility for French. Year 5 class teacher.

Mrs V Jacobs

Part time

Curriculum Responsibility for Personal Social & Health Education (PSHE). Year 4 class teacher

Mrs A Lamb

Teaching & Learning Leader, Curriculum responsibility for Art. Leadership team member.
Year 4 class teacher.

Mrs S Lambourne

Part time

Curriculum responsibility for Geography. Year 5 class teacher.

Ms K Leigh

Part time

Curriculum responsibility for Music. Co-ordinator of peripatetic music teaching and extra-curricular music.

Mrs L Broche

Part time

Curriculum responsibility for Outdoor Learning. Year 4 class teacher.

Mrs K Silvester

Part time

Curriculum responsibility for Physical Education. Year 5 class teacher.

Mr M Silvester

Curriculum responsibility for Computing. Year 5 class teacher.

Mr J Tyson

Part time

Year 3 class teacher. Curriculum Responsibility for Science.

Mrs T Woollsey

Curriculum Responsibility for History. Year 6 class teacher.

Mrs D Boyes

Swimming Instructor.

Mr J Arden

PE Instructor

Peripatetic Music Staff:

| | |
|--------------|------------|
| Mr P Davies | Percussion |
| Mr R Dockray | Brass |
| Mr R Maynard | Guitar |
| Mr J Mudd | Cello |
| Mr N Neale | Violins |
| Mrs A Parker | Woodwind |

Teaching Assistants:

| | |
|----------------|--|
| Mrs T Harrison | High Level Teaching Assistant & Cover Supervisor |
| Mrs C Pain | High Level Teaching Assistant & Cover Supervisor |
| Mrs V Butler | Teaching Assistant |

| | |
|---------------|--|
| Mrs R Smith | Teaching Assistant |
| Mrs K Gill | Teaching Assistant |
| Mrs H Knights | Teaching Assistant |
| Mrs P Lovett | Teaching Assistant |
| Mrs V Haynes | Teaching Assistant |
| Mrs S Stroud | Teaching Instructor |
| Mrs M Taylor | Teaching Assistant (Delivery of Food Technology) |

Office Staff:

| | |
|------------------|---------------------------|
| Mrs S Beales | School Business Secretary |
| Mrs J Brown | School Office Secretary |
| Mrs A Terrington | Clerical Assistant |

Premises Staff:

| | |
|---------------|----------------|
| Mr A Smith | Caretaker |
| Mrs A Dack | Senior Cleaner |
| Mrs A Hamling | Cleaner |
| Mrs J Watts | Cleaner |
| Mrs C Field | Cleaner |

Crossing Patrol:

vacancy

Dinner Staff:

| | |
|-----------------|--------------------------------------|
| Mrs L Stansbury | Kitchen Assistant |
| Mrs S Cullum | Kitchen Assistant |
| Mrs S Peberday | Kitchen Assistant |
| Mrs A Hamling | Senior Mid-day Supervisory Assistant |
| Mrs V Butler | Mid-day Supervisory Assistant |
| Mrs B Clements | Mid-day Supervisory Assistant |
| Mrs A Dack | Mid-day Supervisory Assistant |
| Mrs C Field | Mid-day Supervisory Assistant |
| Mrs K Shanaghy | Mid-day Supervisory Assistant |
| Mrs J Watts | Mid-day Supervisory Assistant |
| Mrs S Wells | Mid-day Supervisory Assistant |

The Governors

| | | |
|----------------------------|---|-----------------------------|
| Mr S Taylor | Chair of Governors | Parent |
| Mr T Dennis | Vice-Chair of Governors Chair of Finance and Premises Committee | Local Authority |
| Rev M Palmer | | Foundation |
| Rev D Caulk | | Co-opted (Community) |
| Mrs M Bamigbola | | Co-opted (Community) |
| Mr S Fulcher | | Parent |
| Mr K Haylock | | Parent |
| Mrs E Quantrill | | Parent |
| Mr D Oldham | | Headteacher |
| Mrs K Gill | Safeguarding Governor | Non-Teaching Staff |
| Mr D Shirling-Rooke | | Foundation (Diocesan Board) |
| Mr M Silvester | Chair of curriculum and ethos | Teacher |
| A Williams | | Parent |
| Mrs R Ward | | Foundation |
| Mrs N Lee | | Clerk |

School Uniform

We feel that the wearing of uniform encourages the correct attitudes towards school and we hope that in some way the children will enjoy the sense of belonging to Drayton Junior School. We also hope that it will help alleviate the problems that some parents face over the decision of what their children should and should not wear to school.

Care has been taken to allow parents to purchase from stores of their choice but school sweatshirts and polo shirts printed with the school's logo can be ordered through the school website. If you wish for your order to be delivered to school free of charge, please use the code DRAYTON18. These are of very good value and are the only way that you can obtain clothing with the school logo on it. We believe that sweatshirts bearing the school logo promote a real sense of belonging to the Drayton Junior School community.

Boys:

Grey or black trousers.
Grey or black short trousers.
Grey, white or pale blue shirt.
Royal blue sweatshirt or pullover.
Grey or white socks.

Girls:

Grey skirt / pinafore dress, or
grey / black trousers / culottes, or
summer dress in blue / white check or striped
pattern.
Grey, white or pale blue blouse / shirt.
Royal blue sweatshirt or cardigan.
White or grey socks.

Please note that jeans, sports and cycling shorts, leggings, tracksuit bottoms, navy blue sweatshirts and jumpers along with those with branded or non-school logos are not considered school dress.

Footwear

Black shoes/boots. These should be completely black, without logos, in order to promote consistency and minimize time spent by staff debating what does/does not constitute appropriate footwear.

Sensible sandals may be worn in summer but parents need to bear in mind the potential for injuries with open-toed shoes.

Jewellery:

The wearing of jewellery is discouraged as it can easily be lost or cause injury to the wearer or other children. Children with ears, or other parts of the body pierced, will only be permitted to wear "studs" and these must be removed for all swimming activities and PE. Make-up, including coloured nail polish, is not permitted.

We appreciate that children support a variety of hairstyles, but we would request that these are appropriate for school and do not, for example, include slogans, names or logos shaved into the hair, or feature hair dyed with bright colours. Long hair must always be tied back for PE lessons.

Mobile Telephones:

Mobile telephones and other electronic devices – smart watches etc- are not permitted at school. Only in highly exceptional circumstances will permission be granted. *Please see website for more information..*

P.E. Kit

It is most important that children are able to change from their every day school wear into specific clothing for all P.E. lessons,

Children should wear white polo or T-shirts with either royal blue, navy or white shorts or skirts. It would also be sensible if a tracksuit or jumper is included as outdoor lessons continue in cold weather.

Footwear: Children should have suitable footwear for both indoor and outdoor P.E. lessons. Plimsolls are only suitable for indoor lessons and stronger training shoes will be required for outdoors. (Footwear that has been worn outside should not be used for indoor P.E. lessons). A pair of football boots would be useful but is not essential.

Swimming: The school follows the National Best Practice PE Guidelines 2016. Swimwear should be suitable for purpose and for reasons of safety, it should be sufficiently tight-fitting to allow freedom of body and limb movement without causing unsafe water resistance. The school will ensure the correct balance between safety, cultural requirements and the need to be able to see the limb movements of students to ensure appropriate learning and safe practice. Please note - Long, wide-legged or loose items are not permitted as these may constitute a safety hazard.

Boys: Sufficiently tight fitting trunks or short swimming shorts.

Girls: A one-piece swimming costume.

All children must wear a swimming hat and remove all jewellery, including ear rings. No jewellery is permitted in the swimming pool under any circumstances.

**All clothing should be marked with the child's name!
Lost property is collected but unnamed items are disposed of half termly!**

The School Day

| | |
|---------------------|-------------------------------------|
| 8.50 – 8.55 am | Registration |
| 8.55 – 9.55 am | Morning Session – Lesson 1 |
| 9.55 – 10.15 am | Assembly and Collective Worship |
| 10.15 – 11.15 am | Morning Session – Lesson 2 |
| 11.15 - 11.30 am | Morning break |
| 11.30 am – 12.30 pm | Morning Session – Lesson 3 |
| 12.30 - 1.30 pm | Lunch break |
| 1.30 – 3.10 pm | Afternoon Session – Lessons 4 and 5 |
| 3.10 pm | Afternoon session ends |

Please note that the last lesson in the day finishes at 3.10 pm and parents should not normally expect their children to leave the school until shortly after this time.

Children are supervised on the playground from 8.40 am and any arriving earlier will not be under our supervision. Children should not arrive at school before 8.30 am unless an arrangement has been made with the headteacher. Registers will "close" at 8.55 am and children arriving after this time should report to the school office and will be marked "late" in the register. Lateness without adequate explanation is deemed an unauthorised absence by the DfE.

We ask parents to come to the school office if they are collecting children during the course of the school day. We do not allow children to leave the premises without an accompanying adult during school hours.

Term / Holiday Dates

The school follows the Norfolk County Councils Norfolk Model Calendar. The calendar can be accessed through our website; draytonjunior.norfolk.sch.uk under the tab 'News and Events'.

Absence

We ask parents to contact school on every day of any absence as we can never assume a child is away, even if they have been off the previous day (s). You should telephone the school on 01603 867504 (a message should be left of the voicemail dedicated to pupil absence). Should you know that your child will need to be absent for several days, such as a stay in hospital etc, then we request you write to inform us when their absence will begin and their likely return to school date.

Any unexplained absences are deemed "unauthorised".

Holidays in Term Time:

From September 2013, the DfE has decided that headteachers will no longer have the power to grant any leave of absence for holidays in term time. Any such absences will now be deemed as 'unauthorised'. Leave of absence can now only be granted by the headteacher in exceptional circumstances.

The Department for Education considers all pupils whose attendance is less than 90% to be 'persistent absentees'. The Local Authority will intervene where any pupil has 15% unauthorised absence over a sixweek period OR 10 consecutive sessions (5 days) unauthorised absence. This would meet the criteria for legal intervention which could be in the form of a fixed penalty notice.

Parents should note that pupils are only in school for 38 weeks each year. Vital education is missed if they are away for whatever reason and all absences significantly affect their progress. It is therefore essential that unforced absences are kept to a minimum.

Pupil Absence Figures:

The school is required to publish details of the rates of authorised and unauthorised absence. The pupil absence figures from September 2017 to end of June 2018 were: -

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|--|
| Attendance Rate – 95.95% |
| Percentage of sessions (half day) missed through authorised absence - 3.15% |
| Percentage of sessions (half day) missed through unauthorised absence - 0.9% |

School Meals

Meals are cooked in the kitchen at the nearby Taverham High School and transported to the Junior School each day. Pupils pay £2.20 per meal weekly in advance - ie. £11.00 per five

day week. Dinner money should be sent to school in a sealed and named envelope that is given to the class teacher on the first day of each week. As meals need to be ordered, children wishing to change from one system to the other should give the Secretary one week's notice please.

Children may have a school meal for only part of the week but as our meals have to be ordered from Taverham High School, we are unable to offer this on an ad-hoc basis. If parents would like children to have a meal on a set one, two, three, or four days every week, for a minimum of a half term at a time, then this can be arranged if you contact the school office. Unfortunately, we cannot accommodate changes on a week to week or on a day to day basis.

Packed lunches may be brought, but we do ask parents to ensure that the child is provided with an adequate meal and any drink brought is in a sealed, non-breakable container.

Free meals are available to families receiving income support, income-based job seekers allowance or child tax credit where annual income does not exceed £16190, but are not eligible if in receipt of Working Tax Credits. Forms and information are available from the school office or County Hall.

Break time snacks

Children have a morning break at 10.15am and most parents like to send in a snack for this break. We are a Healthy School so snacks could be: fruit, cereal bar, fruit wind-up, or something similar No chocolate bars please and make sure that all snacks are nut free.

A Safer and Healthy Journey to School

It is our aim to encourage children to walk to school as we consider it to be safer (by reducing the amount of traffic), healthier (exercise and fresh air), and good fun. All of these help prepare the children for the learning activities during the school day. Discussions continue as both schools are represented on the community Safety project.

We are very conscious of the dangers of traffic on School Road. It is very busy with the increased flow of traffic, particularly at the beginning and end of the school day. We would therefore appreciate parents' co-operation with the following procedures:-

Children should enter the school through the pedestrian gates on either School Road or Vawdrey road. Unaccompanied children should not use the School Road vehicle entrance.

If you need to drive to school, please do not block the school entrance or the crossing patrol. Please do not park where waiting is prohibited or on the 'School Entrance' markings. The school car park must not be used at the beginning or end of the school day due to the possible danger to children.

On the advice of the County Road Safety Officer, children are currently not allowed to cycle to school alone because of the dangers of cycling along School Road. However, if parents are prepared to cycle with their child on the journey to and from school, an application can be made to leave a cycle at school.

Medical Matters

Illness

Please do not send your child to school if obviously unwell, or if you have reasonable doubts, as they rarely improve during the course of the day. We are always pleased to see such children later in the morning or after lunch if their symptoms do disappear.

Medicines

The administration of medicines to children is the responsibility of parents. Medicines may be administered at school however, but only at the discretion of the Headteacher. Medicine can only be administered if it is in its original container bearing the child's name, dosage and instructions, and a request form (available from the school office) is completed. Parents should note that the school will not accept responsibility for the administration of medicine to pupils if: -

- ~ the timing of the administration is crucial, or
- ~ where some technical or medical knowledge is required.

Asthma

Children who use inhalers should be responsible enough to carry and use their own inhalers. School should be given a spare, named inhaler to be kept in the medical room at all times though. Please discuss this matter with us if you feel this is appropriate. The school office holds an emergency inhaler kit. Please contact the school office for further details.

Headlice

Every year, particularly in the autumn and spring, some children become infested with headlice in all schools, including this one. We would ask parents to be vigilant, and patient, applying the appropriate treatment, and treating the whole family. If you require further advice, please contact the school

Emergency Contact

It is most essential that we have up to date telephone numbers to contact parents during the working day in case of your child's illness or accident. We also ask for other emergency contacts in case we are unable to contact either parent.

Visiting School & Parent Consultations

Parents are welcome at any time to make an appointment to meet the Class Teacher or Headteacher on any matter that may be of concern to them or their children. Should parents wish to see teachers urgently, staff are available from 8.30 am before school begins but parents should only use this facility if their discussions are to be brief as teachers have to take responsibilities for their classes at 8.45 am.

Parents are invited to visit the school on a more formal basis each term to discuss the progress of their child. A written report on each child is sent home in July each year and this is followed by an opportunity for parents to discuss their child's report with teachers.

Teachers will also contact parents at other times if they have immediate concerns or wish to discuss an aspect of their child's education.

May I stress that parents are welcome to visit the school at any time, but it would be appreciated if they would first make an appointment through the school secretary as all teachers, including the head, have teaching as well as other school commitments. When visiting the school, parents should first report to the school office for security reasons.

Newsletters & Communicating with Parents

The School maintains a regular written communication with parents through our newsletter, "the Drayton Junior School News". Newsletters are our main method of communication with parents and are published normally on a monthly basis around the middle of the month. Children receive a copy of newsletters via email. Latest and past editions of the newsletter are available on the school website.

If we need to contact all parents urgently, we do operate a texting service. This has been particularly useful in the past when we have had to postpone a Sports Day due to the weather and also when the boilers failed and we had to close the school during the day. All parent's mobile numbers will be added to our lists for this purpose unless you indicate that you do not wish to be contacted in this way.

You can also follow the school on Twitter if you have an account on @DraytonJunior where we post tweets about things that have happened, are happening and are going to happen at school.

Website

The school's website is now an important part of our method of communicating with parents and all those interested in finding out more about the school. Through the website, parents are able to access a wide range of information about the school, including a copy of this prospectus and all statutory policies. Please take a look at www.draytonjunior.norfolk.sch.uk

Friends Association

The school has a very active Friends Association of which all parents are automatically members. A committee is elected annually at the AGM with parents representing children from throughout the school. The Association arranges fund raising activities as well as social events. These include Christmas and Spring Fairs, a Summer Social and children's discos.

Moneys raised are used by the school to purchase items of apparatus and equipment that we would not normally be able to afford. The Friends Association has purchased an outdoor classroom (called 'the hive'), an outdoor stage, a trim trail and traversing wall, games for use by children indoors and outdoors at break times and this year has bought a Ford Transit minibus. In recent years the Friends have also provided a stage for performances, new kit for our sports teams, a variety of musical instruments, as well as seats and picnic benches for the field and playground. The Friends have also supported educational visits, ensuring that voluntary contributions from parents for day visits are kept to a minimum.

Safeguarding & Child Protection

The school's Safeguarding Policy reflects our commitment to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Local Safeguarding Board, if we see signs that suggest that one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent or carer is being accused of wrongdoing. If parents, visitors or helpers in school have any concerns relating to a child's well-being, they should contact the school's Designated Safeguarding Lead who are the Headteacher and deputy Headteacher.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. If a member of staff is concerned about a child's welfare, they will record their concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible the same day.

Charging and Remission

The school's Charging Policy relates only to charges that may be made by the Local Authority or the Governing Body and does not apply to any educational activity for which charges are levied by other persons.

Voluntary Contributions:

Governors agree to parents being asked to make a voluntary contribution towards the cost of any items or an activity providing it is made clear that they are under no obligation to make a contribution and their child will be treated no differently if they refuse to make such a contribution. However, if there are insufficient parents willing to make such a contribution, the activity may not take place.

Music:

Charges will be made for instrumental tuition – currently £42 per term for a minimum of 30 lessons - and the hire of school instruments. The school has a number of instruments that parents may hire at a very reasonable rate. Children are responsible for the care of musical instruments and parents are advised to take out insurance cover against damage to school instruments. We also have an arrangement with Taverham Band who may be able to provide a subsidy towards brass lessons, as well as free loan of an instrument, if children are members of the Band.

Food Technology:

Charges may be made for ingredients only if parents indicate in advance their wish to receive the finished article.

Educational Activities (during school hours):

Sadly these are only viable if we ask for voluntary contributions from parents. (see above). Charges will be made for any activity where the charge is levied by, and paid to, persons other than the Local Authority. All costs for board and lodgings will be met by the parents except where they may be eligible for a remission charge. No charge will be made if the transport is being provided by the school (eg. school minibus).

Educational Activities (outside school hours):

If the activity takes place mainly outside school hours charges will be made to cover all costs.

Other Charges:

The Governing Body will ask parents to pay for the cost of loss or damage to school property, where this is a result of a pupil's improper behaviour.

Financial Support for Families:

If a pupil is eligible for pupil premium they can apply to the school for financial support for up to 50% of the costs of music lessons and/or residential visits. The headteacher is also able to authorise a subsidy in other exceptional circumstances. Please contact the school office for further information.

Complaints

If you are unhappy about any aspect of your child's education you should first make an appointment and discuss the matter with your child's class teacher or the Headteacher.

Problems are normally resolved during these discussions but should you still be unhappy then a formal complaint can be made by following the schools Complaints Procedure.

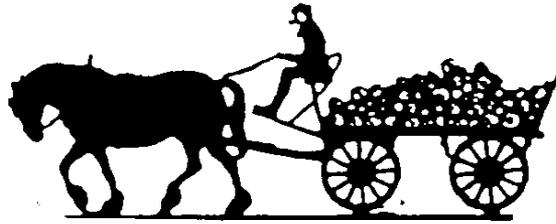
A full copy of the school's Charging and Remission, and Complaints Policy are available on the school website or for inspection at school on request.

Home-School Agreement

All schools are required to have a written home-school agreement. Our agreement has been drawn up following consultation with teachers, governors, parents and children. It reflects the school's aims and values, as well as the responsibilities of the different parties that need to work together in a child's education. We ask that you go through the contents of the Home-School Agreement with your child before you and they put their signatures to it.

School Policies

Copies of all statutory school policies are on the school website and hard copies are available from the school office on request.



Drayton Church of England Junior School

School Road, Drayton, Norwich, NR8 6EF

Telephone: 01603 867504

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Headteacher: Mr David Oldham

Chair of Governors: Mr Simon Taylor

Prospectus 2018-2019 2. School Life

The information contained in this prospectus was correct at the time of printing
on 5th July 2017



Activities

The teachers at Drayton Junior School place great value on those activities that take place outside of our normal curriculum. We believe they are a vital part of school life, enriching the education of the children that attend the school. Children throughout the school are encouraged to become involved in a range of musical, practical, cultural as well as sporting clubs that take place.

We inform parents of days and times of clubs and give notice in the event of cancellation. If the activity is cancelled due to the weather, we will supervise the children inside until parents are able to collect them.

Sporting Clubs

Last year, we were able to offer clubs for:-

| | | |
|-----------|----------|---------------|
| Athletics | Cricket | Cross Country |
| Tennis | Football | Street Dance |

Although we are particularly proud of our sports teams who participate enthusiastically and successfully in the activities of the various primary schools sporting associations in Norwich, children of all abilities are able to participate in the activities of these clubs.

Musical Opportunities

Children are given the opportunity to learn a variety of musical instruments at Drayton Junior School through peripatetic music teaching. This year over 90 children have had tuition in:-

violin, cello, double bass,
clarinet, flute, saxophone,
trumpet and other brass instruments,
guitars and percussion.

Lessons are subject to availability, and the ability of the child, but this year, few children have been disappointed. Tuition fees are in line with the school's Charging Policy.

The school has a number of instruments that parents may hire at a very reasonable rate. Children are responsible for the care of musical instruments and parents are advised to take out insurance cover against damage to school instruments. We also would encourage parents to purchase instruments of their own. Although this is a larger outlay initially, we find that the children seem to be encouraged to practise more often on their own instruments. Depreciation on musical instruments is small, and we can often arrange the sale of unwanted ones to other parents.

The school has a close link with the Taverham Band and a scheme is in operation to support children learning to play brass instruments. Please contact the school for further information.

The school encourages involvement in extra-curricular activities and we are proud to boast a choir, orchestra, a samba band, and many other instrumental groups including steel drums, hand bells and ukuleles. Concerts and musical productions are a regular feature of school life along with involvement in county and city musical activities.

Drama and Performing Arts

We have a tradition in the performing arts. All four year groups perform to parents on an annual basis with the final show of the year being the Leavers show put on by Year 6.

Childrens University

Drayton Junior School is proud to be a 'Children's University Learning Destination'. This means that as a school, we are able to support, encourage and reward children for some of the learning that our children do outside of normal school hours.

All children who choose to join the Children's University receive a CU passport in which they can collect stamps for any hours of learning they do out of school which have been approved by the Children's University. Once they have achieved 30 hours of learning, they will receive an award from the CU at a special 'graduation' ceremony. There are different levels of award ranging from bronze diplomas to gold degrees and beyond.

At school, we provide a range of extra-curricular clubs and activities which have been approved by the CU. There are also 'holiday challenges' set by the CU which reward children for a participating in extra learning at home by doing things like cooking, nature trails, pocket-money finance tasks and much more!

In addition to the school-run clubs, children can also collect stamps from other CU member groups within the community: Beavers, Cubs, Brownies and Guides, as well as a variety of swimming, gymnastics, rugby, martial arts, dance and football clubs to name but a few. The children can even earn stamps on family days out to museums and places of interest that are recognised by the CU.

At Drayton Junior School we want our children to develop a love of all kinds learning – not just the type that happens inside the classroom!



Curriculum Enrichment Activities (including Educational Visits)

Our curriculum enrichment programme includes educational visits, visitors to school and a variety of other activities. These are an important part of the curriculum at Drayton Junior School.

Educational visits provide an opportunity for the children to extend their learning beyond the classroom, making full use of the resources available locally. Children are transported on some local trips free of charge in the school mini-bus, other visits being made by coach with the parents expected to share the cost in line with the School's Charging and Remissions Policy. Although these visits are largely paid by the school currently, we appreciate the support that parents give in making the voluntary contributions that enable these valuable experiences to take place.

Participation in residential visits is encouraged, and again this year children from Year 4 spent three days at the Hilltop Outdoor Activity Centre near Sheringham while Year 6 spent a week at the Brancaster Millennium Activity Centre in North Norfolk. A scheme is in operation to allow parents to spread the cost of these visits by paying instalments. Charging is in line with the School's Charging and Remission Policy. Please note that the section on financial support.

Behaviour and Discipline

The school's pupil behaviour and discipline policy aims to make children aware of the purpose of good behaviour and to respect the needs, wishes, aspirations, opinions and possessions of others. We believe that children need to develop self discipline and they are encouraged to take responsibility for their own behaviour at all times. Staff maintain a positive approach rewarding and acknowledging good behaviour.

Class teachers maintain general discipline with repeated or serious misbehaviour dealt with by the Headteacher or Deputy Headteacher. Parents are always contacted where such action is considered to be in the best interests of both child and school. We find that close co-operation between home and school is the best way to resolve any problems.

School Council

Each class elects a representative on the School Council which meets weekly to discuss a variety of issues relevant or of interest to the school's pupils. Officers are elected and they co-ordinate the activities of the Council.

Reward & Incentive Schemes

We are always looking at ways of positively encouraging children to do their best at school and to reward those who do so. Children are organised into four 'houses': Normans (yellow), Saxons (blue), Romans (red) and Vikings (green). House points are regularly given to recognise achievements and these are collated on a weekly, half termly and yearly basis.

We have a system of 'Headteacher Commendations' for exceptional effort or achievement on a particular piece of work, or over a period of time. Other qualities, which make a genuine and exceptional contribution to school life, may also be recognised. Bronze, silver and eventually gold and even diamond achievement awards are given when a number of commendations have been collected as the children move through the school.

Every Friday the whole school holds a celebration assembly where children come to the front to receive a reward for achieving a commendation landmark. These are: Bronze - Bookmark, Silver - Pencil Case, Gold- Pen, Diamond – Paperweight. In addition to this, children are invited to contribute to the celebration assembly, by telling the school about anything they have achieved out of school.



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Prospectus 2018-2019 3. The Curriculum

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WE PROMOTE STAFF WELL-BEING



The Curriculum

We believe that a curriculum should be broad, relevant and differentiated. These principles should relate to the development of skills, knowledge, concepts, values and attitudes.

All children are taught maths and English for one hour daily. Humanities, Science, Art / Design Technology are taught through a topic approach with each lesson linked around a particular theme. Every theme is changes half termly and we aim to introduce each new topic with a relevant 'memorable experience'. This could be a trip, special day in school, visitor etc.

English

English is the fundamental basis of all communication and learning. It provides the children with the confidence and knowledge essential for them to communicate fluently and accurately in their working and social lives. The English curriculum aims to help children reach their potential in speaking, listening, reading and writing.

The National Curriculum is the foundation for all English teaching in the school. The children are given opportunities to evaluate their own and others' work and to develop their ideas and enjoyment of writing. Their knowledge is increased through discussion and drama activities.

Reading schemes and 'real' books are used to develop reading ability. Various methods are used to help to develop word attack and word building strategies. The children are encouraged to develop an understanding of the structure of language and how it is used. Skimming, scanning, research and library skills are covered. It is essential that children are supported with their reading from home.

Mathematics

Maths teaching follows the new Primary Curriculum in all year groups. Children are usually taught within their mixed ability classes. There is a strong emphasis on calculating and understanding number. Alongside this children are taught measurement, statistics and geometry. A wide range of resources is used to model and support the children and where possible their learning is practical and involves real life contexts. Our teaching of maths is based around teaching children to be fluent in the fundamentals of maths, be able to reason and follow a line of enquiry as well as apply their knowledge to a range of problem solving activities. Where necessary some children will undertake maths intervention lessons to give additional support outside of their usual maths lesson.

Where possible, we encourage links between maths and other subjects to allow the children to practice their skills. It is essential to everyday life, critical to science, technology and engineering, and necessary for financial literacy and most forms of employment. A high-quality mathematics education therefore provides a foundation for understanding the world,

the ability to reason mathematically, an appreciation of the beauty and power of mathematics, and a sense of enjoyment and curiosity about the subject.

Science

The new Primary Curriculum places emphasis on scientific skills, such as; planning a fair test, predicting, experimenting & investigating, observing and concluding, as well as on scientific knowledge. Our curriculum aims to develop an enquiring mind and a scientific approach to problems and provides the opportunity for practical and investigative work in our specialist science room.

To further help our practical observation and experimentation we have created a wild area with a mature pond and trees providing a valuable natural habitat on our doorstep. Children are actively encouraged to care for the environment.

Through our science teaching we aim to give children a better understanding of the world around them, as well as developing skills crucial for life.

Computing

The school is continually updating its ICT provision and we currently have a computer network which includes over 60 PCs. These comprise of 30 PCs in the ICT room, where whole class teaching can take place, machines in all classrooms and a portable trolley of 16 laptops which can be moved from classroom to classroom. The school has also benefited from having Meru Wi-Fi installed across the school, and recently we have been provided with a ‘trolley’ of iPads by the Friends Association.

Each class room is equipped with a complete Interactive Whiteboard set up, helping to make all lessons even more stimulating, engaging and interactive for the pupils. All three specialist teaching areas are also equipped with interactive whiteboards.

Filtered Internet access is available to all pupils and all pupils have their own e-mail address. The school has its own Virtual Learning Environment which allows safe and monitored communication and collaboration between members of the school community, as well as providing children with opportunities to develop their learning outside school.

From September 2014, the school has been following the DfE’s National Curriculum for Computing and has developed its own detailed programme of study based upon this. The new curriculum covers a range of strands including programming, digital literacy, e-safety and computer science. It also allows pupils further opportunities to use their computing skills creatively in a range of other curriculum areas. A flexible timetable for the ICT resources has been introduced to accommodate this.

We aim for our pupils to be confident, creative and independent in their usage of ICT and prepared to face the ever-changing technological environment that they are growing up in.

History

History is taught through 9 units spread across all four year groups, covering aspects of British local and world history. Children learn about the past in a variety of ways such as asking and answering questions, studying evidence, drama, research, art and educational visits.

Geography

The geography curriculum helps our children to make sense of their surroundings by concerning them with the study of places, the human and physical processes that shape them and the people who live there. Areas of study include environmental issues, climate, physical features, social and cultural issues, and land usage. Children's understanding of the world they live in is enhanced through educational visits.

Design and Technology

The aim of our curriculum is to develop designing and making skills, whilst providing a good knowledge and understanding to support these skills. Children will be encouraged to work with a range of tools, materials and components safely.

Pupils are given the opportunity to design, make and evaluate 'products' linked to the topic they are studying. They will gain experience using a variety of media, including textiles, wood, construction kits and electronic components. They are encouraged to develop an understanding of the ways in which people have designed products in the past and present to meet their needs.

Food technology is also a part of the design and technology curriculum, and our food technology room has excellent facilities that enable pupils to learn and improve their practical skills.

Physical Education

In accordance with the National Curriculum we aim to ensure that all pupils develop competence to excel in a broad range of physical activities. We also encourage pupils to be physically active for sustained periods of time and lead healthy active lives. Team sports,

dance, swimming, gymnastics and outdoor and adventurous activities are taught, with the children having opportunities outside of school too at Hilltop and Brancaster.

We also provide opportunities for children to compete in a range of sports, for example, our Interhouse Sports Day, the Norwich Primary Schools City Sports at the UEA Sportspark, cross country events and a variety of team sports.

The school has received the prestigious 'High Quality PE' Chartermark from the Local Authority, the Sportsmark Silver Award, and the youth Sports Trust Quality Mark Bronze Award.

Art

All pupils are encouraged to develop their visual perception allowing them to confidently express their ideas. Each child is given the opportunity to experiment with a variety of different media. The emphasis throughout is on decorative, observational, imaginative drawing, painting, three dimensional work and textiles using the elements of art. Pottery and ceramics form a significant part of the art curriculum.

Many aspects for art lessons are derived from observing famous artists' work, artistic themes and also from other aspects of the curriculum such as science and history.

Religious Education

The school follows the Norfolk Agreed Syllabus for Religious Education. This reflects the fact that religious traditions in this country are in the main Christian, whilst taking account of the teaching and practises of other principal religions.

Parents who wish to withdraw their child from religious education are invited to discuss the matter with the Headteacher.

Music

Music plays an important part in the life of the school. Each pupil's understanding and enjoyment of music is developed through a variety of activities.

Each pupil develops skills in performing, composing, listening and appraising. Children are encouraged to perform a variety of music including their own compositions as well as listening and developing an understanding of music by well-known composers from our own culture and that of cultures across the world.

All children have the opportunity to learn to play a range of musical instruments during class music, including the ukulele, steel drums, keyboards and handbells.

French

Children are introduced to French in Year 3 in line with the new Primary Curriculum. The curriculum covers skills in oracy and literacy as well as studying the country itself and its culture. The school uses a variety of interactive resources, as well as singing and action games, to enhance the children's learning. We are fortunate to have a number of 'specialist' teachers of French on the staff.

Personal, Social and Health Education, (PSHE)

PSHE helps to give our pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. By following a progressive programme, we encourage the children to take increasing responsibility for themselves and their actions.

Relationship and Sex Education

Learning about sexuality and relationships is a lifelong process and occurs in both formal settings in the classroom as well as informal settings in the home, playground and community.

At Drayton Junior School, sex education is developed as an integral part of the school's PSHE curriculum and an element is delivered in all four year groups. It also forms part of the Science National Curriculum. It is essential that every child learns about him or herself, to respect themselves and others, in a relaxed way, free from fear or doubt.

The school believes that sex education should be a partnership between teachers and parents to ensure sensitive support for children as they grow and mature. Parents may, if they wish, withdraw their children from all or part of the sex education provided except that which is part of the Science National Curriculum.

Special Educational Needs & Disabilities

A child has learning difficulties if he or she finds it much harder to learn than most children of the same age, or if he or she has a disability that makes it difficult to use the normal educational facilities in the area.

The law says that state maintained schools, such as Drayton Junior, must do their best to provide proper education for all children with SEND. Consequently a Code of Practice has now been put in place for all Local Education Authorities and schools to have regard to when dealing with children who have SEND. The Code also applies, where necessary, to Health and Social Services involvement.

At Drayton our policy is to protect the rights of children with SEN and also to provide a broad and well-balanced curriculum, including as much access as possible to the National Curriculum. Most of the SEND provision will be organised and monitored by the SENDCo (Special Education Needs & Disabilities Co-ordinator) and met by the school's class teachers and teaching assistants, with the children being educated as far as possible within the school and with children of their own age. However, there may be occasions when the specialist help of outside agencies will be enlisted to benefit the child's progress.

You as parents have views, experience, knowledge and expectations that need to be shared with the school if your child's progress is to be maintained. A partnership between home and school is fundamental to this progress. You have a right to take part in decisions regarding your child's education and to be fully informed at all stages. This partnership is vital!
(Copies of the School's SEND Information Report can be obtained from the School Office)

Home Learning

Home learning is an important aspect of your child's education at Drayton Junior School. We believe that home learning:-

- ~ provides an opportunity for parents to take an active part in their children's learning,
- ~ shows the children that learning is an activity that takes place both outside and inside the classroom,
- ~ encourages good learning habits, helping children take responsibility for their own learning,
- ~ gives children the opportunity to continue or finish off work started at school.

Throughout the school, there is an expectation that children should complete home learning. This may take on many different forms from basic skills in Literacy and Numeracy, to research, drawing, designing, drafting, revision, simple experiments, model making, interviewing, collecting data and finishing off school work. We also expect every child to undertake a 'Big Talk' task which involves children discussing something with their parents. Children will also be expected to learn tables, spellings and of course to read.

The amount of home learning given increases progressively as the children move through the school.

Children in Years 3 & 4 should expect 15 minutes of home learning up to three times a week.

Children in Years 5 & 6 should expect 30 minutes of home learning up to three times a week.

Assessment

Assessment of children's attainment and ability is an on-going process at Drayton Junior School. It enables us to continually monitor progress and identify the learning needs of individuals, and inform teachers' planning.

Children are tested termly on a more formal basis in all year groups in reading and mathematics using standardised tests so that we can track individual pupil's progress. Assessment in writing is also carried out termly but is the result of moderated teacher assessments.

All classes complete half termly quizzes in maths and English. The purpose of these short check-up tests is to tell the teacher as to how well each child has understood a particular objective taught. This will then be used to inform them of which objectives need revisiting and where any gaps are for specific children.

During Year 6, children take the Key Stage 2 National Curriculum Tests in Reading, GPS (grammar, punctuation, spelling) and maths, with a moderated teacher assessment in writing.