

## **School Aims**

### **Mission statement**

Dunchurch Boughton CE VA Junior School aims to be a welcoming, friendly and caring inclusive village school.

We are committed to working in partnership with Parents, Governors and the Church to enable pupils to develop a life-long passion for learning and achieving the highest standards socially, emotionally and academically. We are committed to providing a happy, safe, supportive and motivating environment where all pupils are valued; and in which pupils can develop the knowledge, skills, understanding and attitudes needed to lead a fulfilling life - today and in the future.

*As a Church of England Voluntary Aided school under the Coventry Diocesan Board of Education, Dunchurch Boughton CE VA Junior School has formally adopted the following ethos statement for Church of England Schools:-*

Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The Christian faith, especially caring for others, patience, honesty, trust, forgiveness and respect for others, form a major part of the whole school ethos.

The school aims to give children both the knowledge and understanding of the Christian faith while respecting and understanding other religions and cultures.

### **Our Vision**

For all children to become inspired, motivated, independent learners achieving their full potential, within a Christian context.

To create an environment where everyone feels valued, considers the needs of others and always tries their best.

## **Valued and Successful**

### **Our Aims**

- To ensure that all children receive their entitlement to a broad, balanced National Curriculum, encouraging them to have high expectations in all areas of the curriculum and to reach their full potential.
- To provide a secure and relaxed environment in which the children are encouraged to be tolerant and to grow in confidence and self esteem.
- To ensure that pupils develop an open and enquiring mind and are encouraged to be creative, imaginative and inventive.
- To work in partnership with parents and the wider community.

## Our School

Dunchurch Boughton C of E Junior School is situated in a peaceful location in Dew Close, Dunchurch. The present building was opened in April 1974. Previously, the school had been a Church of England Junior and Infant School in the premises now occupied by Dunchurch Infant School.

The school is within easy walking distance of all parts of Dunchurch and is easily accessible to families living in the villages of Birdingbury, Broadwell, Willoughby, Flecknoe, Grandborough, Leamington Hastings, Bourton and Thurlaston. School buses are provided by the LEA. **(Please phone 01926 410410 for details)**

Situated in a rural area, the school also enjoys extremely large playing fields, two playgrounds and a wild area, providing a delightful environment where exciting opportunities exist for the educational and all-round development of pupils.

Our school has a Christian foundation, and the principles embodied in the Christian faith form the ethos of the school. Whilst no child is refused admission on religious grounds, it should be understood by parents that the Head teacher, staff and Governors are anxious to encourage the Christian faith at all levels, in the life of the school, reflecting its Christian heritage.

Most importantly, Dunchurch Junior School provides a hard-working, happy, yet well-disciplined environment with a highly committed staff.

Children normally join us in the September of the school year, after reaching seven years of age.

We enjoy close links with our feeder schools, as we consider good liaison essential if continuity is to be maintained.

At the age of eleven, pupils will transfer to one of the selective or non-selective secondary schools. There is an effective programme of liaison between all schools

Year 6 children for 2008/2009 transferred to the following schools:

Ashlawn	27	Bilton School	6	Princethorpe	1
Ashlawn Grammar	2	Harris School	9	Rugby High school for girls	4
Avon Valley	2	Kingsley School	1	Sir Thomas Moore	1
Bablake School	1	Lawrence Sheriff	7	Southam College	3
				William Parker School	1

## Curriculum

Throughout their work and play we value all children as individuals. Teachers aim to discover each pupil's strengths and weaknesses and, through differentiation, allow each child to achieve his/her maximum potential.

Knowledge is gained, concepts understood and skills acquired by working from the Programmes of Study in the National Curriculum. We aim to give our children a firm understanding and grounding in the basic subjects and place particular emphasis on Mathematics, English and Science. Other separate subject areas include Geography, History, Art, Design Technology, ICT, Religious Education, Music, Physical Education and French.

We offer a full range of curricular experience using specific themes each term as a basis of study.

"The Curriculum consists of all the learning opportunities provided by a school. This includes timetabled lessons, out of school activities and all attitudes, moral values and styles of behaviour promoted and supported by the school".

All of the core and foundation subjects are covered either under the specific subject heading or within cross curricular topics and themes. You are welcome to ask for detailed information on the work programme planned for your child. An overview of the curriculum to be covered is sent to parents at the start of each term.

## English

Our aim in the teaching of English is to develop, as fully as possible, the children's language skills through speaking and listening, reading and writing. As these skills develop so will their ability to communicate effectively in speech and writing and to listen and read with understanding.

We aim to enable pupils to:-

- to talk and listen for a range of purposes and to be tolerant of the viewpoints of others;
- to express themselves confidently and clearly;
- to develop as enthusiastic, independent and reflective readers;
- to experience a wide range of literature and be encouraged to respond imaginatively;
- to be given opportunities to write for varied purposes;
- to be given time to plan, draft and improve their work, and to discuss and evaluate their own and others' work;
- to improve their confidence in spelling and to extend their use of vocabulary;
- to develop good grammar and comprehension skills;
- to work towards and maintain high standards of handwriting and presentation.
- To appreciate language in different forms of literature as well as in different subjects and contexts.

Positive attitudes ensure that the children grow in confidence and self-esteem and are highly motivated towards their own personal achievements in all aspects of English. English is taught primarily through the Literacy hour, with additional time allocated for reading and extended writing opportunities. Each child has individual literacy targets, negotiated with the teacher. Children are taught in ability sets.

## Mathematics

We aim to give all children the opportunity to understand and appreciate relationships involved in: -

- using and applying mathematics;
- number;
- shape, space and measures;
- handling data;
- developing logical thinking.

Activities are balanced between tasks that develop knowledge, skills and understanding and those that require children to solve problems. Children are taught maths everyday and are grouped in ability sets.

A variety of resources are used for the teaching of mathematics.

## Science

Science is an introduction to the world of living things, materials and energy. It is a largely practical subject that develops a spirit of enquiry and the opportunity to interpret the world through personal experience.

Knowledge is acquired by observation, prediction, investigation, recording and analysing data.

At Dunchurch Boughton Junior School we aim to provide an enjoyable and stimulating atmosphere in which our children can develop knowledge and skills that further the acquisition of a scientific method of investigation. Working with others, overcoming problems, asking questions and gaining first-hand experience, will encourage this.

During their lessons the children will be encouraged to develop their skills to: -

- ask questions, predict and form hypotheses;
- observe, measure and manipulate variables;
- interpret results and evaluate scientific evidence.

Our school is well resourced with practical apparatus, appropriate CDs and computer programs.

All staff comply with the School's Health and Safety Policy. The safe use of equipment is promoted at all times.

We are extremely lucky to have exciting and stimulating surroundings that include the schools own Wildlife garden, pond and wild area. The children are encouraged to investigate their environment, so that first-hand experiences provide starting points for their work.

## **Religious Education**

Religious Education is taught according to the tradition of the Church of England, as outlined by the Warwickshire Agreed Syllabus (Coventry Diocese).

As our school was originally founded to teach about the Christian faith, RE has a significant role within the whole curriculum. This will enable pupils to understand the Christian roots of our culture and, through exploring religious beliefs and practices and related human experiences, to develop their own spiritual awareness.

RE teaching, like our assemblies, is broadly Christian-based, but takes into account the need for children to have a growing knowledge and understanding of other cultures and therefore of other beliefs. Class teachers normally undertake the teaching. Seasonal themes, especially Harvest, Christmas and Easter, are given particular emphasis as appropriate.

As a Church-Aided Junior school we seek to promote Christian values in the day-to-day life of our staff and pupils. We expect that adults and children alike will be thoughtful, kind, caring and helpful in their dealings with each other.

Visits to St Peter's Church in Dunchurch and various other places of worship for other faiths broaden the children's experiences.

Parents have a legal right to withdraw their children from RE and appropriate provision will be made.

## **Collective Worship**

School assemblies led by the Head teacher and his staff. Visiting speakers are also invited and include Rugby Youth for Christ, our local vicar, and church leaders of other denominations.

Our children visit St Peter's Church in Dunchurch to take part in seasonal services.

Parents have a legal right to withdraw their children from the daily act of collective worship and appropriate provision will be made.

## **Spiritual, Moral, Social and Cultural Development**

The school community has an important influence on all aspects of a child's development, sharing the responsibility with parents.

While SMSC development is assisted by a child's experience of all areas of the curriculum, it is the ethos of the school and the quality of the relationships that will be the most powerful influence. Children are encouraged to develop their own values and are expected to take responsibility for their own behaviour. We provide many opportunities for the children to share and collaborate with one another and, through their investigative and creative activities; they develop a respect for the opinions, traditions and cultures of others.

The close relationship, which develops between the staff and pupils, plays a vital role in creating the spirit and atmosphere of our school.

## **Design and technology**

Our children are taught: -

- skills and processes needed for design and construction;
- to work safely and confidently;
- to develop knowledge and understanding of products (their function, their control, their quality and their part in daily living);
- to develop knowledge and understanding of materials, tools and components.

The children have the opportunity to work independently or in groups, depending on the task, resources and safety reasons. They investigate a problem, plan, find a solution and then evaluate their work. Tasks are often linked to the cross-curricular theme being studied.

## **Information and communication Technology**

Information Communication Technology is incorporated into every area of study. Our aims in using ICT are that all children will: -

- develop practical skills in the use of ICT and the ability to apply these skills in the solving of problems;

- extend the range of ICT tools used for communication, investigation and control;
- select information, sources and media for their suitability;
- enjoy using ICT and tackle all applications with confidence and a sense of achievement.
- know how to be safe when using ICT in particular when communicating with others.

Pupils will:-

- learn to create and present work using Word documents, multimedia and webpages.
- learn to save, organise and analyse information
- use a variety of software including databases, graphics programs, e-mail, spreadsheets, simulations and control

Groups are planned carefully with reference to gender, personality and ability. We have a range of additional resources for children with Special Educational Needs.

We have sufficient wireless laptops for individual use within a class as well as a computer suite with 24 workstations that is used extensively to support and enhance the curriculum. Children who have restricted access to computer facilities at home are identified and encouraged to attend computer club during lunchtime.

## **Personal, Social, Health Education and Citizenship**

It is necessary for children to develop an understanding of the world in which they live, to realise their role in the community, their relationships with others, and to appreciate the views and feelings of other people. They need to understand the work people do and the contribution that they make to society. We try to ensure that pupils understand the importance of caring for the environment, how events in the past have influenced the present and the fact that the future will be affected by today's actions.

## **Sex Education**

The governors of the school have decided that the school will provide a programme of sex education. Materials and content used are judged to be appropriate for the pupil's age and development and are presented sensitively, within a moral, family orientated and Christian framework. Parents have the right to withdraw their children from the schools sex education programme.

## **History**

History is all around us, in the people we know and the places we see. At Dunchurch we value local experiences, so we ensure that pupils are given the opportunity to investigate the local history of Dunchurch and the Rugby area.

The following themes are covered:-

- Year 3 - What was it like living in Dunchurch in the past? Ancient Greece
- Year 3 - Daily life in Egypt, past and present (comparisons)
- Year 4 - Why have people invaded and settled in Britain in the past? Roman, Viking & Anglo Saxons.
- Year 5 - Tudors
- Year 6 - Living in Victorian times. World War II/ Evacuation
- Year 6 - Recent history studying the life of a famous person.

Studies are enriched by visits to historical sites and by opportunities to relive historical events through role-play led by a theatre company. The theme of Invaders and settlers includes a residential visit to York.

## **Geography**

Geography is the study of the earth's surface and it explores the relationship between the earth and its peoples. It helps children to understand the human and physical forces that shape the environment. Children are naturally interested in their immediate surroundings and they also want to know about places beyond their direct experience.

Our aims in Geography are: -

- to stimulate pupils' interest in their surroundings and in the variety of physical and human conditions on the earth' surface

- to foster their sense of wonder at the beauty of the world around them
- to help children to develop an informed concern about the quality of the environment and the future of the human habitat and thereby enhance their sense of responsibility for the care of the earth and its peoples.

We include the opportunity for children to undertake fieldwork as part of their work in Dunchurch, Rugby and North Wales. North Wales is studied through a residential visit.

## **Art**

As a school we consider that art plays an important role in the curriculum. It offers children fun and enjoyment in experiencing a wide variety of materials and acquiring new skills and techniques. We believe that each child should develop the capacity to respond to his/her sensory experiences, to become aware of quality and have an appreciation of beauty.

Our aims in art are:-

- to develop visual and tactile sensitivity and powers of observation, together with awareness of colour, form and space in natural environment and man-made world;
- to develop understanding of a wide variety of media and processes using an art vocabulary in order to record, communicate and express ideas and feelings in many different ways;
- to develop imagination, creativity, feeling and sensitivity;
- to provide opportunities for all children to value their work and the work of others;
- to ensure a good balance of two-dimensional and three-dimensional work;
- to provide pupils with a stimulating working environment, which illustrates and values their work. E.g. exhibitions, displays and collections of work, artefacts and other resources.

## **Music**

Every child follows the school scheme of work fulfilling National Curriculum requirements, often identifying opportunities for links with other subjects. We currently have specialist music teaching in all year groups, as well as being a part of the Warwickshire Wider Opportunities Scheme in Year 3, where children learn to play tuned percussion during music lessons.

Pupils have opportunities to use a wide range of classroom percussion instruments, some from other cultures, as well as electronic instruments, and will compose and perform in a range of styles from different times and places.

The school offers group tuition in keyboard, recorder, drums, guitar, violin, cello, woodwind, percussion and brass. This is provided by visiting teachers and takes place during school hours, including break and lunchtimes. There is a charging policy for specialist tuition; however, no pupil will be excluded on the grounds of financial hardship. Pupils have the opportunity to extend vocal work by joining the school choir, and to perform with their instrument in the school orchestra.

The school will continue to extend its links - making music in the community - on occasions such as Harvest Thanksgiving, Village Festival and Education Day Service. In addition to these, children perform regularly at school assemblies, concerts and other musical events, also attending concerts and performances as listeners.

We feel that music is a unique language, enhancing the life of a school and reinforcing understanding and learning in other subjects. We therefore endeavour to offer a broad and balanced programme of activities, giving opportunities for all children to fulfil their potential.

## **Physical Education**

At Dunchurch Boughton Junior School, physical activities form a regular part of the weekly curriculum.

We believe that Physical Education plays an important part in children's learning, both in physical development and in competence when learning new skills.

Our objective for Physical Education is to give the children opportunity to explore, select, create and to discover for themselves their natural abilities. The growth of confidence and self-esteem, together with the fostering of fair play and team spirit, is encouraged. The pleasure in participation and the satisfaction of

achievement is valued, but an equally important objective is for children to accept winning or losing with the same good humour. Encouragement will be given to recognise and appreciate skilful and creative performances and so enable the children to develop a greater artistic and aesthetic understanding of all forms of movement.

Throughout their four years at Dunchurch Boughton Junior School the children will be given the opportunity to experience six areas of activity - Athletics, Dance, Games, Gymnastics, Outdoor and Adventurous Activities and Swimming. Adventurous activities are the focus during a week's residential visit for Year 6 in Derbyshire.

Physical activity is also encouraged and provided for through after school clubs for football, netball, dance and cheerleading.

## **French**

All children have specialist French teaching each week from Year 3 onwards.

It has been recognised that the earlier pupils are involved in foreign language learning, the more likely they are to become competent in listening and speaking the language.

Effective learning of French provides additional opportunities for pupils of all abilities to develop their skills of communication by listening, speaking, reading and writing. Observational study and social skills are also enhanced. Pupils can be creative, engage in role-play and gain experience of working co-operatively in class. French at Dunchurch Boughton Junior School is designed to encourage the development of positive attitudes, an enthusiasm towards language learning, and an appreciation of another culture and to provide maximum opportunities for pupils to hear and speak the language. Children will be able to communicate in French on a range of general personal topics, developing their understanding and skills through a variety of language learning activities. In a wider context, they are encouraged to have an awareness of the culture of France.

## **Admissions Policy**

Parents who wish their children to be admitted to the school, should complete the common application form either in hard copy format or "on line" at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). This is available from infant schools or from Admissions department at Warwickshire LA. (01926 410410). The form should be completed and returned to Warwickshire LA Admissions according to the timetable published in the Eastern area booklet. Offers of places will be made by the Local authority on the schools behalf according to the timetable issued in the Eastern area Admissions booklet.

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 66 and explain how places will be allocated.

In accordance with government legislation, the governing body consults with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

### **Starting Junior School**

A school place in Year three is available for children from the September following their 6th birthday.

### **Deadline for application**

Applications for Year three entry for the academic year starting September 2010 need to be formally registered with the Local Authority by the date stated on the Admissions forms, for consideration by the Governors of Dunchurch Boughton C of E Junior School.

Dunchurch Boughton C of E (VA) Junior school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The parents or guardians will receive written notification of the outcome from the Local Authority.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date issued in the Eastern area Admission booklet.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

### **Waiting Lists**

If the school is oversubscribed at the start of the autumn term or during the course of the year, parents may request that the names of children for whom a place is unavailable be put on the waiting list by confirming this in writing. This waiting list will operate for the remainder of the school year. The waiting list for children due to start in year three will be maintained by the local authority for the autumn term only. The position on the list will be determined by the application of the oversubscription criteria and not by date of receipt. This will mean a change if a later application is received from someone with a higher priority according to the oversubscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined.

### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places.

### **Home Address**

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

### **Policy**

The admissions policy of Dunchurch Boughton C of E (VA) Junior school is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

Where parents wish to be given preference on the grounds of their faith, within their application for a place at this school they should complete the school's supplementary application form which is available from the school office. This form must be completed and returned to the **school** together with all documentary evidence by the date stated on the Admissions forms if it is to be considered during the admissions process.

### **Priority area**

Dunchurch Boughton C of E Junior School's published priority area is the Parish of Dunchurch excluding the northern area from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry road (A4071) at the narrow railway bridge and follow a line west to exclude Brickyard Spinney and Cawston Farm, including Fox Covert and following the water course to cross Cawston Lane (including south of that point) and to exclude Cawston house running east to rejoin the boundary of the Dunchurch Parish, excluding Little Scotland Farm. The Parishes of Thurlaston, Willoughby, Grandborough, Leamington Hastings, Birdingbury and Wolfhampcote.

## **Siblings**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## **Over-subscription Criteria**

Where more applications have been received than places are available the following priorities shall apply in order:

1. Children in the care of, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989) for example, children in residential homes or foster care.
2. Children from within the priority area whose parents or guardians are regular (*monthly*) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this will be requested from the relevant priest/pastor.
3. Children with an older sibling attending the school at the deadline date, and who will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling.
4. Other children resident within the priority area who do not qualify under one of the criteria above.

## **LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:**

5. Children with an older sibling attending the school at the deadline date, and who will continue to do so when the sibling is admitted, and where the child lives outside the priority area at the same address as the older sibling.
5. Children from outside the priority area whose parents or guardians are regular (*monthly*) practising Christians, for six months prior to the date of application, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland). Confirmation of this will be requested from the relevant priest/pastor.
7. Children living outside the published priority area with siblings on roll at Dunchurch Infant school or Leamington Hastings C of E Infants school at the time of admission.
8. Other children attending Dunchurch Infant School and Leamington Hastings Church of England School.
9. Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

## **Distance**

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)"

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7

figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

“An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed.”

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually. If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

The deadline for parents to accept the place offered is detailed in the Eastern Area Admissions booklet. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **In-Year Admissions**

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order.

### **In-Year Fair Access**

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

No waiting list is kept in respect of In-Year admissions to the school. If there is no place available in the Year group required, parents have a right of appeal against the Governors’ decision not to offer a place.

### **Appeals Procedure**

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors  
Dunchurch Boughton C of E (VA) Junior School  
Dew Close  
Dunchurch  
Rugby  
CV22 6NE

Telephone 01788 811028  
Email [admin3391@we-learn.com](mailto:admin3391@we-learn.com)

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.**

## **Discipline / Pastoral care**

The school expects a high standard of tolerance, good manners and endeavour. Pastoral care is normally the responsibility of the class teacher but all members of staff take an interest in all of the children within the school.

The school aims to develop high standards in both attitude to work, behaviour and appearance. It seeks to create good relationships between teachers and pupils through mutual respect. Self-discipline and a sense of responsibility are encouraged within a framework of simple rules, designed to promote honesty, safety, care, courtesy, consideration and sensitivity to the needs of others.

In the case of persistent misbehaviour, parents will be advised with the view to working together towards a solution. In exceptional circumstances the school reserves the right to exclude a pupil.

We have a house system and house points are awarded for good work, effort or social skills and, in addition, we have a 'Star of the week'. This is a child who has demonstrated all round effort and achievement during the preceding week. There is also a reward and sanction system operated by the Midday Supervisors.

Parents are welcomed to celebration assemblies where 'Stars' are acknowledged.

A home / school contract will be sent to you for completion when your child starts school.

## **School hours**

Children should arrive at school after 8.40 a.m. when staff are available to supervise them. Children may come into school from 8.40 a.m. The morning bell is rung at 8.50 am; children should be at their desks at this time. It is most important that children are consistently punctual in their attendance

Morning session:	8.50 am - 12.30 pm
Morning break:	11.15 am - 11.30 am
Afternoon session:	1.30 pm - 3.30 pm

During lunchtime responsibility for supervision rests with the Head teacher and supervisory assistants, who are on duty throughout.

The school office is normally open from 8.30 am - 12.30 pm and 1.30 pm - 4.30 pm.

In the event that a parent is late collecting their child after the school day, the child should return and wait inside the school entrance hall

## **Absence from school**

A telephone call by 10.00 a.m. is required to explain or request an absence. A written note of explanation is also required if there is any reason, medical or otherwise, for your child not participating in PE, games or swimming. Written messages should normally be addressed to the class teacher.

If you wish your child to leave school during the day, for any reason, then we must have a telephone call or written message. In the interest of your child's safety, if there is no communication then he/she will not be allowed to leave the premises.

## **Safeguarding of Children**

Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parents/ carers should know that the law (Children Act 2006) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical,

emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/ carer, and where possible, seek their consent to a referral to Social Care. **This will only be done where such discussion will not place the child at increased risk to significant harm.** Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/ carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

## **Attendance**

Percentage of authorised absences for 2008 - 2009 was 3.4%

Percentage of unauthorised absences for 2008 – 2009 was 0.3%

## **Holidays in term time**

We strongly discourage the taking of holidays in term time as it has a disruptive effect on children's learning. In accordance with DfES guidelines, holidays will only be authorised in special circumstances, and holiday forms must be completed in advance. DfES guidance notes and holiday forms are available from the school office.

## **Parental involvement**

The school has strong links with the local community and the Parent Teacher Association plays a very active part in developing liaison between the staff, pupils, Governors, parents and friends of the school. Although the Association raises substantial funds to help finance school projects, it is not intended as being purely a fund-raising instrument. A whole range of regular and varied social functions are arranged to help strengthen the bond between parents and school.

In addition to the Parent Teacher Association, parents are warmly invited to involve themselves in many aspects of school life including hearing children read, and accompanying children on educational visits.

We hold meetings each term with parents to discuss individual children's progress and report annually in July. Our success as a school relies on the flourishing partnership between home and school. This can be identified in so many ways - attendance at Parents' Evenings, curriculum workshops, help in the classroom, support for school functions and the many duties that parents so willingly undertake, and the interest that they show in school. We are always grateful for offers of help.

Curriculum summary outlines are sent home at the beginning of each term. A newsletter is published every Friday, it contains items of interest, dates and homework for the following week. The newsletter can also be found on our website [www.dunchurchjuniorschool.org.uk](http://www.dunchurchjuniorschool.org.uk) and in addition under the Freedom of Information Act a range of policies are also available on the website.

## **Extra curricular activities**

Activities available for the children to extend their skills and interests are mainly provided through the Children's University Scheme. Modules include football, hockey, cheerleading, 'Imagineering', Spanish, chess, cricket, netball, music, gardening, Art, orchestra and dance. Additional lunchtime clubs include computer club and lunchtime Cru club.

Opportunities are available for pupils to represent the school at Football (girls and boys), Hockey, Netball, swimming, indoor and outdoor athletics, cricket and cross-country.

The local community provide evening activities including Crazer, Martial Arts, Brownies and Slimming World.

## **Homework**

The days on which Homework is set each week are printed on the newsletter, which goes out on Fridays. Children in years 3 & 4 receive up to 1½ hour per week; children in years 5 & 6 receive up to 2½ hours per week. Further details are given in the curriculum summary sheets issued each term.

## **Dunchurch Woosh Club**

An out-of school hour's club is provided between 8.00 a.m. and 8.40 a.m. and 3.30 p.m. and 6.00 p.m. each week-day during term time for school children aged 7-11 years. Places must be pre booked - **details from the school office.**

The club is run by the school, with qualified play leaders supervising the children. It provides safe and pleasant facilities for all children in its care. Provision is made for arts and crafts, indoor and outdoor games, computer games, reading and a quiet corner. Refreshments are available during the afternoon session. Dunchurch Woosh Club is open on staff training days, and according to need, during the school half term holidays.

## **School meals**

School meals are available at our school and are very popular. They are prepared on the premises using a choice system.

Payment for meals should be made on a daily basis (a cash till is in operation in the dining hall) and they cost £1.70 per day from September 2009. The money should be sent in a named purse that the class teacher keeps in a locker in the classroom. This is kept locked until lunchtime. If preferred, payment may be made half termly or weekly, in advance, with cheques made payable to 'Warwickshire County Council'. Children whose parents receive Income Support or Income-Based Job Seekers allowance are entitled to free school meals and every effort is made to avoid causing embarrassment to these pupils.

Facilities are provided for children with packed lunches and children eat in the dining hall or outside, weather permitting, under supervision. Your co-operation is sought on the following points:-

- the container used to bring lunch to school is clearly marked with your child's name
- only plastic drink containers are permitted
- no sweets or nuts are allowed

If a child forgets his/her packed lunch and parents cannot be contacted, then the school will provide a meal that must be paid for the next day. Free fruit is currently provided at Breaktime. Children may bring their own snack as long as it is fruit or vegetable.

## **Medication**

It is the policy of the school that no prescribed or bought medication should be brought into school. In exceptional cases the school will administer medicines where prescribed medication is required to control a pre-existing known condition, about which the school must be kept fully informed. Parents or their representatives may, by prior arrangement with the school, administer antibiotics to children who, whilst well enough to be in school, are completing a course of medication.

## **Security**

School security continues to be important. During the year door locks have been improved and bars positioned to prevent access to the roof. The school perimeter fence has been repaired. Both teachers and governors continually monitor all aspects of school security. The school is inspected annually by the Health and Safety department of Warwickshire LA. The present arrangements are seen as satisfactory.

## **Complaints**

If you have concerns that you wish to discuss, the first approach should be made through Mr Wardle when hopefully the matter will be resolved. There is however a formal complaints procedure if parents feel that their complaint has not been resolved at school level. Details are available from the school office.

## **Charging policy**

The school's charging policy is available for parents to read on request from the school.

## **Special Educational Needs**

We believe that all of our pupils at Dunchurch Junior School are entitled to a curriculum that is broad and balanced and relevant to their needs. We also believe in the importance of valuing all children equally. The Governing Body, Head teacher and staff wish to actively encourage inclusion.

We aim to identify and assess the needs of all children and set appropriate targets for the individual child, monitoring and reviewing the learning process, liaising with parents, Teaching Assistants and outside agencies.

Any child may have Special Educational Needs (SEN) at some time during his/her school career. In some instances these needs will persist, or the needs may be of short duration.

We believe that provision for all of these children is a whole school matter and the Governors of Dunchurch Boughton Junior School -

- have identified a Governor to take responsibility for SEN (Mrs Pawsey)
- ensure that teachers are aware of the importance of identifying and providing for pupils with SEN;
- consult the LA, as appropriate, having regard to the Code of Practice (via SEN Co-ordinator - SENCo);
- report annually to parents;
- ensure equality of opportunity, as far as is reasonably practical and compatible for pupils with SEN;

We endeavour to support children by provision of teaching assistants, working closely with parents, provision of appropriate resources and adaptations to the buildings.

Although the Code of Practice does not take into account 'gifted' children, we are aware that they too have particular needs. Differentiation for these children is provided.

Children at 'School Action' are provided for by their class teacher, with the support of Teaching Assistants. Children at 'School Action Plus' are additionally supported by outside agencies.

## Class arrangements for 2009-2010

Year 3	No	Year 4	No	Year 5	No	Year 6	No
Mrs Blezard/ Mrs Hayward 3HB	33	Mrs Broadway 4C	28	Mrs Eadon 5EF	36	Mrs Harrison 6H	37
Mrs Simmons 3S	33	Mrs Lester 4L	30	Mrs Miller 5M	35	Miss Cooke 6L	36

Children are placed in groups according to their needs and the requirements of the work being undertaken. Children are placed in ability groups for Maths and English.

Mrs Raper teaches French throughout the school. Mrs Blezard teaches music throughout the school.

## Teaching time

The time spent in school by children is 5 hours 40 minutes per day which includes mid-morning break but excludes lunchtime.

Collective worship, registration and mid morning break account for 45 minutes daily.

The time committed to teaching National Curriculum subjects and Religious Education is 4 hours 55 minutes per day, 24 hours 35 minutes per week, 934.10 hours per year.

## Pupils with Disabilities

All reasonable steps are taken to ensure that provision is made for disabled pupils.

For example, there is a ramped access and the provision of disabled toilets. There is also access to specialist equipment, if required, such as lap top computers. Where children have significant or potentially life threatening medical conditions staff, both teaching and non-teaching, undertake specialist training prior to the child's admission to the school.

## Assessment

All pupils take reading and spelling tests at the beginning of each academic year.

In addition, during the school year, teachers make their own assessment of children's achievement in the normal course of teaching and learning, to cover the full range of the National Curriculum.

In Year 6, at the end of Key Stage 2, pupils also take part in the End of Key Stage Statutory Assessments in Mathematics, Science and English, to enable teachers and parents to assess whether pupils are reaching the considered national standards. Level 4 is the standard set to challenge typical 11 year olds. Details of our achievements and targets are included in this document.

## Target Setting

It is a statutory requirement for all schools with children in Year 6 to set and publish targets for what pupils will achieve at the end of Key Stage 2. Target setting is good practice and is a tool to help individual children to achieve their personal best. Schools are encouraged to set individual targets for pupils which are realistic but challenging. Targets are what we hope the child will achieve if they work hard but they are not guaranteed. The whole school targets are built up from the targets for all the individual pupils in the relevant year group.

The school publishes statutory targets and actual results on an annual basis. Target setting is not an exact science, therefore there may be occasions when the school over or underachieves its targets. We will be keeping evidence to help us identify any such differences.

Year		Target	Results
<b>2008/09</b>	<b>English &amp; Maths</b> Level 4 and above	86%	82%
	<b>English</b> Making 2 levels progress	95%	94%
	<b>Maths</b> Making 2 levels progress	95%	97%

## Key Stage 2 Assessment and Results

These tables show the percentage of Year 6 children achieving each level this year in the school. You will notice that one set of figures is for teacher assessment and the other is for actual results.

In order to understand the figures it would be useful to know that level 2 is set to challenge the average 7 year old, level 4 to challenge an 11 year old. It takes approximately 2 years to move from one level to the next. National assessment and results are also given as a comparison.

It is important to note that the national figures relate to the summer 2008 results. They are, therefore, not a true comparison to the summer 2009 results.

Figures may not total 100% because of rounding.

In addition, children in other year groups take part in annual tests, which the school uses as part of its on-going assessment of the pupils' progress.

## School uniform

Dunchurch Boughton Junior School has a school uniform. The school colours are royal blue and parents are asked to adopt this colour scheme when selecting clothes to be worn at school. Dunchurch Boughton Junior School sweatshirts/cardigans are strongly recommended. Guidelines are given below:-

UNIFORM - GIRLS		UNIFORM – BOYS	
GARMENT	COLOUR	GARMENT	COLOUR
pinafore dress or skirt	grey	trousers	Grey
plain trousers (not jeans)	navy/black/grey		
Blouse/ polo shirt	blue/white	shirt/polo shirt	white/blue
summer dress	blue check		
*Dunchurch printed sweatshirt		*Dunchurch printed sweatshirt	
Socks	white	socks	grey
shoes (low heeled)	black	shoes	Black
<b>P.E.</b>		<b>P.E.</b>	
Shorts	navy	shorts	Navy
T-shirt	white	T-shirt	white
Pumps for indoor P.E.	white/black	pumps	white/black
<b>OUTDOOR GAMES</b>		<b>OUTDOOR GAMES</b>	
training shoes		training shoes	
Shorts	navy	shorts	Navy
tracksuit or suitable outdoor clothes for very cold weather		tracksuit or suitable outdoor clothes for very cold weather	

### Swimming costume for pupils in Year 3

\*Available in school

Trainers are only to be worn for sport and lunchtimes

Pupils are not allowed to wear jewellery in school except for small stud earrings for those children with pierced ears.

Please ensure your child's name is clearly written/marked on your child's uniform/property

## Staffing Autumn 2009

Mr Andy Wardle	Head teacher	Child Protection/ Assessment
Mrs Liz Harrison	Class Teacher year 6	Mathematics
Miss Liz Cooke	Class Teacher year 6	History/ More able/ English
Mrs Tracy Miller	Class Teacher year 5	Science
Mrs Sarah Eadon	Class Teacher year 5	PSHE&C*
Mrs Elaine Lester	Class Teacher year 4	SENCo
Mrs Kate Broadaway	Class Teacher year 4	
Mrs Louise Simmons	Class Teacher year 3	RE/ Art
Mrs Suzanne Hayward	0.6 fte** Class Teacher year 3	Geography
Mrs Leslie Blezard	0.8 fte** Class Teacher year 3	Music
Mrs Anne Raper	0.2 fte**	French

\*\*fte – Full time equivalent

Mrs Wendie Aspinwall	Business Manager
Mrs Elsbet Parsons	Administrative Assistant
Miss Jenny Fairbrother	Clerical Officer/ Before and After School Club Administrator

Mrs Gill Spencer	Extended Services Co-ordinator
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Mrs Janice Jackson	Teaching Assistant / Senior Midday Supervisor
Mrs Maureen Nokes	Teaching Assistant
Mrs Lynne Pewtress	Teaching Assistant / Midday Supervisor
Mrs Margaret Williams	Teaching Assistant
Mrs Nina Parsons	Teaching Assistant
Mrs Elizabeth Thornton	Teaching Assistant
Mrs Helen Hargreaves	Teaching Assistant
Mrs Suzanne Putt	Teaching Assistant/ Midday Supervisor
Miss Dee Mills	Teaching Assistant
Mrs Claire Claydon	Teaching Assistant
Mrs Joan Brown	Teaching Assistant

### School Catering Service

Mrs Debbie Freeman	Cook in Charge
Mrs Lynne Major	
Mrs Sue Hughes	
Mrs Jane Baynes	

### Lunch-time Supervisors

Mrs Lyn Blackmore	Mrs Wendy Mushing
Mrs Jo Stockwell	Mrs Angela Jenkinson
Mrs Kathy Shilton	Mrs Jayne Moore
Miss Stella Wright	Mrs Dawn Ashby

<b>Caretaker:</b>	Mr Allan Creed
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<b>Cleaning Staff:</b>	Mrs Wendy Mushing
	Mrs Jenny Byrne

### WOOSH Club Staff

Mrs Margaret Williams	Before and after school club co-ordinator
Mrs Lyn Blackmore	Play worker
Miss Dee Mills	Play worker
Mrs Nina Parsons	Play worker
Mrs Lynne Pewtress	Play worker
Mrs Kathy Shilton	Play worker
Mrs Claire Claydon	Play worker

## Governing body

Mr John Bennett	Chair of Governors	12 Cawston Lane Dunchurch Rugby CV22 6QE
Vacancy	Ex-Officio Foundation Governor	
Mr Andy Wardle	Headteacher Governor	
Mrs Liz Harrison	Teacher Governor	
Mrs Wendie Aspinwall	Staff Governor	
Mr Robin Aird	Minor Authorities Representative Dunchurch Parish Council	
Mr Barry Smith	Foundation Governor	
Mr Tim Wainwright	Foundation Governor	
Mrs Tracy Pawsey	Foundation Governor	
Mrs Debbie Hargrave	Parent Governor	
Mr Tim Wainwright	Foundation Governor	
Mrs Diane Hammond	Foundation Governor	
Mrs Jane Chan	Clerk to Governors	

Please address any correspondence to the school

# **DUNCHURCH JUNIOR SCHOOL**

## **TERM DATES 2009 / 2010**

### **AUTUMN TERM**

<b>Teacher day</b>	<b>Friday, 4<sup>th</sup> September</b>
<b>Teacher day</b>	<b>Monday, 7<sup>th</sup> September</b>
<b>Term starts</b>	<b>Tuesday, 8<sup>th</sup> September</b>
<b>Half term</b>	<b>Monday, 26<sup>th</sup> October – Friday 30<sup>th</sup> October</b>
<b>Teacher day</b>	<b>Monday, 30<sup>th</sup> November</b>
<b>Term ends</b>	<b>Friday, 18<sup>th</sup> December</b>

### **SPRING TERM**

<b>Teacher day</b>	<b>Monday, 4<sup>th</sup> January</b>
<b>Term starts</b>	<b>Tuesday, 5<sup>th</sup> January</b>
<b>Half term</b>	<b>Monday, 15<sup>th</sup> February – Friday, 19<sup>th</sup> February</b>
<b>Term ends</b>	<b>Friday, 26<sup>th</sup> March</b>

### **SUMMER TERM**

<b>Term starts</b>	<b>Monday, 12<sup>th</sup> April</b>
<b>May Bank Holiday</b>	<b>Monday, 3<sup>rd</sup> May</b>
<b>Half term</b>	<b>Monday, 31<sup>st</sup> May – Friday, 4<sup>th</sup> June</b>
<b>Teacher Day</b>	<b>Monday, 28<sup>th</sup> June</b>
<b>Term ends</b>	<b>Friday, 23<sup>rd</sup> July</b>