

Junction Farm School
Butterfield Drive
Eaglescliffe
Stockton
TS16 0EU
Tel/Fax: 01642 781586
Email info@junctionfarm.org.uk
Website www.junctionfarm.org.uk

Dear Parent

Welcome to Junction Farm School. The purpose of this booklet is to give you general information about the school, which may be helpful to you and answer some of the question you may have about your child's education and the day-to-day running of the school.

Children, staff, parents and governors all work together to create a happy caring atmosphere in which pupils can enjoy their structured learning and take part in a wide range of activities.

If at any stage, now or in the future, there is any further information you require please do not hesitate to ask myself or any member of staff.

We welcome you and your children to Junction Farm Primary School and hope your time with us will be happy, rewarding and successful.

Yours sincerely,

*K Norton
Head Teacher*

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1. THE GOVERNING BODY

Junction Farm is part of a Multi Academy Trust (MAT) – Vision Academy Learning Trust from 1st August 2016.

The schools initially involved in the MAT are:

Egglescliffe Comprehensive School
Junction Farm Primary School
The Links Primary School
Whinstone Primary School
Chandlers Ridge Primary School

A board of highly skilled Trustees will govern the MAT, but each school will also retain a Local Governing Body (LGB). The Acting Chair of the LGB is Mr John Atkinson.

The CEO of the Academy is Mr Simon White who is Headteacher of Egglescliffe and will have executive responsibility for any secondary schools in the Trust.

Mrs Karen Norton, Headteacher of Junction Farm and is Primary Executive Headteacher and will have executive responsibility for the primary schools in the Trust.

**2. SCHOOL HOLIDAY DATES
ACADEMIC YEAR 2018/2019**

	SCHOOL CLOSES	SCHOOL OPENS
AUTUMN TERM & PD DAY		Monday 3 rd September 18
HALF TERM & PD DAY	Friday 26 th October 18	Monday 5 th November 18
TRUST INSET DAY	Thursday 29 th November 18	Monday 3 rd December 18
CHRISTMAS & PD DAY	Thursday 20 th December 18	Monday 7 th January 19
HALF TERM	Friday 15 th February 19	Monday 25 th February 19
EASTER	Friday 5 th April 19	Tuesday 23 rd April 19
MAY DAY	Friday 3 rd May 19	Tuesday 7 th May 19
HALF TERM & PD DAYS	Friday 24 th May 19	Wednesday 5 th June 19
SUMMER	Friday 19 th July 19	

MISSION STATEMENT

All of us learning all the time making learning fun challenging and achieving.

3. THE SCHOOL AND ITS ORIGINS

Junction Farm Primary School is a co-educational school for boys and girls between the ages of 3 and 11 years. It first opened in 1968. We became an Academy in August 2016 as part of Vision Academy Learning Trust.

There are 16 teaching areas, a computer suite and a library in the school. Our multi-purpose hall and studio are well equipped for P.E. and the school has many resources including interactive whiteboards in all classrooms.

Our Foundation Stage Unit was newly refurbished in September 2012. (There is also an independent pre-school group for children who are over the age of two).

In addition, we run enhanced mainstream school provisions for KS1 and KS2 children with language and communication difficulties. Places for the EMS are sought through the Local Authority for a maximum of six children.

The school has a kitchen attached, run by Caterlink and the Cook works closely with the school to promote an interesting, balanced and healthy diet.

We have a fiction and non-fiction library to supplement classroom resources and we are constantly acquiring new materials to ensure it is as up to date as possible.

4. ORGANISATION

We work within the framework laid down by the Government to provide a broad and balanced curriculum, so that each child can develop his/her potential to the fullest extent. Comprehensive schemes of work based on the requirements of the National Curriculum form the basis of our work in school.

TEACHING STAFF

Mrs K Norton - **Head Teacher** (Safeguarding)

Mr I Clayton - Deputy Head Teacher/Assessment Lead

Miss A Barron	- Nursery AM/PM
Miss H Yeoman	- Reception Y (Miss Baird covering maternity leave)
Mr B Dalton	- Reception D
Miss A McNally	- Year 1M
Miss R Essex	- Year 1E
Mrs H Weldon	- Year 2W
Mr S Dunn	- Year 2E
Miss J Norton/	- Year 3N
Miss S Dibden	- Year 3N
Miss R Earl	- Year 3E

Mrs D Hill	- Year 4H
Miss E Sullivan	- Year 4S
Mr K Hutchcraft	- Year 5H
Miss E Parvin	- Year 5P
Miss A Lawrence	- Year 6L
Mr I Clayton	- Year 6C
Mrs S Crinnion	- Teacher in charge of KS1 & KS2 EMS
Miss C Briston	- Early Years Lead
Miss E Relton	- SENCO
Mr G Malone]
Mrs K Macdonald] PPA Cover
Mrs T Johnston]

NON-TEACHING STAFF

Mrs L Teasdale	- Office Manager
Mrs J Green	- Administrator
Mrs C Hardy	- Safeguarding, Family Support & Attendance Lead
Mrs L Dawson	- Teaching Assistant in charge of KS1 EMS
Mrs S Badger	- Teaching Assistant
Mrs T Bates	- Teaching Assistant
Miss L Jackson	- Teaching Assistant
Mrs A Grainge	- Teaching Assistant
Mrs L Saunders	- Teaching Assistant
Miss C Jowett	- Teaching Assistant
Mrs J Crapper	- Teaching Assistant
Miss A Coleman	- Teaching Assistant
Mrs K Connelly	- Teaching Assistant
Miss R Phillips	- Teaching Assistant
Mrs J Flanigan	- Teaching Assistant
Mrs G Garland	- Teaching Assistant
Mrs V McVay	- Teaching Assistant/Lunchtime cover
Ms L Wyatt	- Teaching Assistant/Lunchtime cover
Mrs P Whittaker	- Lunchtime cover
Mrs D Carroll	- Lunchtime cover
Mrs T Pottage	- Lunchtime cover
Mrs B Varley	- Lunchtime cover
Ms E Mozdyniewicz	- Lunchtime cover
Mr S Ferens	- Caretaker

5. THE SCHOOL DAY

School commences each morning at 9.00 a.m. The lining up bell will ring at 8.50am to ensure a prompt start to the day. Members of Senior Leadership Team will be on duty outside at key positions to ensure pupil safety.

The lunch break is from 12 noon until 1.00 p.m. for KS1 and 12.00 until 12.45 p.m. for KS2.

Nursery times are 8.40 am to 11.40 am and 12.30 pm to 3.30 pm.

The school closes at 3.15 p.m.

Children should not come to school until ten minutes before the start of each session, as supervision will not be available.

6. PRIMARY ADMISSION CRITERIA

If school is over subscribed, applicants will be considered in the following order of priority.

1. Pupils who are in care of the Local Authority.
2. Pupils who were previously in care of Local Authority.
3. Pupils who have a statement of Special Education Needs that names the school.
4. Pupils who have a brother or sister living at the same address and are still at school when the pupil begins
5. Pupils resident within the Admission zone who have returned a School Admission form by the due date and giving the school as their first preference
6. Pupils who have exceptional reasons for being admitted to the school which would, should the children not be admitted cause him or her to be seriously disadvantaged or put personal safety at risk
7. Pupils who live closest to the particular school as decided by the shortest convenient public access route.

Admission to school is organised by the Local Authority and not by school. The number for admissions is 01642 526605.

The school is organised into three areas:

Early Years including Nursery with 39 places for morning and 26 places for afternoon, 2 Reception classes of 30 in each.

Key Stage 1 includes Years 1 and 2, four classes of 30 children.

Lower Key Stage 2 will be four classes - two in Year 3 and two in Year 4

Upper Key Stage 2 will be four classes - two in Year 5 and two in Year 6

7. PARENT HELP WITH LIFE SKILLS PRIOR TO JOINING JUNCTION FARM

It would be useful if you could prepare your child with a number of life skills ready for joining school.

- Toilet training – all children have accidents, which we accept, as well as medical conditions which hinder this training. However, it would be helpful if your child could go to the toilet unaided. If children are not toilet trained it means staff are taken away from teaching and learning to aid toileting.
-
- Using cutlery – please encourage your child to use cutlery when eating. At lunchtime, we provide all children with a knife, fork and spoon to eat their school lunch. This is our preference and always dissuade children from using their fingers.
-
- Food manners – we actively encourage as part of our behaviour policy good manners and politeness. Please encourage this at home with the words please and thank you.

BEING HEALTHY

8. SCHOOL DRESS

A school uniform helps to create a sense of unity and belonging. It also guards against constantly changing fashions, reduces expenditure, and ensures children have practical clothing for all activities in school. We have tried to be as practical and accommodating as possible, bearing in mind the following criteria - school colours, comfort, safety, suitability for school, ability to stand up to the rigours of the school day, economy, ease of local purchase and parents' willingness to co-operate.

For these reasons, school dress may be a combination of grey, white and navy. Top garments, school tie, shirts/blouses to be white, sweat shirts/cardigans navy with yellow stripe, and bottom garments to be grey. Clothing is to be as plain as possible. Cotton gingham dresses in school colours are another option for the summer, either navy or yellow as well as grey shorts.

All children will require a complete change of clothing for P.E./Games see section 14 for details.

In the interest of health and safety, footwear should be flat lace-up/velcro, bar shoes, NOT trainers. **Heavy boots (unless for medical reasons) and high-heeled or pointed shoes are not allowed. For the same reason we discourage the wearing of jewellery, particularly earrings, if children need to wear earrings then only studs are allowed.**

Hairstyles should be sensible, no dyed hair or artwork cut into the style in forms of lines or squiggles. Long hair must be tied back for either girls or boys, as long hair hinders concentration on work and helps the spread of head lice. Hair adornments should follow the school colours and not be oversized.

In wet weather or snow, we ask that children who wear wellington boots have a change of footwear, for indoors.

Jumpers, cardigans, tank tops and ties can be purchased from Motif8 either in store (TS17 6AL) or via their website <https://www.motif8.co.uk>.

Typical costs for items of school uniform are as follows:-

Jumper	£14.00-15.50
Cardigan	£15.25-£16.50
Tank Top	£13.75-£15.00
Tie	Elastic £4.00 or 39" £3.75

9. LOST PROPERTY

It is essential that ALL items of clothing be clearly labelled with your child's name. Many items go missing at P.E. times and home time, and cannot be identified because there is no nametag for proof. The school cannot accept responsibility for any losses. We keep items in a lost property box for a short time, and then if they are unclaimed, they are disposed of.

10. LUNCHTIME ARRANGEMENTS

Caterlink provides meals and although independent of the school, meals are prepared on the premises. The cook takes a pride in presenting a choice of main courses and sweets, which are both appetising and form a balanced diet.

Due to a government initiative, all children in Reception and KS1 have the option of having a Universal Free School Meal (UFSM) each day.

Packed lunches should be well balanced with a mixture of savoury and sweet, packets of sweets must not be included, as part of a packed lunch neither should whole bars of chocolate. As we have a number of children with serious life threatening food allergies, could I insist that no packed lunches contain nuts, peanut butter sandwiches or Nutella sandwiches? This is a very serious matter and could cause an anaphylactic reaction requiring immediate medical attention, even if a child sits where another child has been whose lunch includes the banned items.

Parents can sample school lunches at a parents meeting.

11. FREE SCHOOL MEALS

If you are in receipt of Income Support, or income based Job Seeker's Allowance your child may be entitled to a free school meal (different to UFSM). Please contact the school or ring 01642 526605 for further details. Children receiving free school meals cannot be distinguished from other children, so it is definitely worth applying for even if your child is in Reception and KS1 as school receives additional funding and can be used to pay for after school clubs or residentials etc.

12. PASTORAL CARE

Each teacher is responsible for the pastoral care of pupils. All staff aim to provide a caring environment in which children can gain most benefit. We are anxious that parents should feel free to discuss any problems with either the class teacher, Key Stage Leader, Deputy or Head Teacher at a mutually agreed time. The school also employs Mrs Hardy as Family Support Lead who acts as advisor to parents and children. She is free on a Friday to meet with parents on a 1-1 basis and an appointment can be arranged through phoning the school.

The Head Teacher, Deputy Head Teacher and Assistant Head Teacher are also involved with the welfare of all the children.

Minor scrapes may be treated at school, but if the child has a more serious accident or is ill, effort is made to contact the parents so that the child can be taken home, or to the doctor or hospital. **It is essential that emergency contact details be updated when change occurs such as mobile phone numbers.** If a parent cannot be found and medical attention is necessary, the child may be taken to the hospital by a member of staff.

All school telephone calls are recorded.

13. MEDICATION IN SCHOOL

Medication if necessary can be administered during the school day, Medication needs to be handed in at the office and medication forms completed by parents. Medicine will be stored in the Staffroom in a lockable fridge. Parents must then collect medicine from the office at the end of each day. No medicine will ever be given to children. Asthma inhalers are an exception. These are stored in classrooms for self-medication with supervision as necessary. If you state that your child has asthma on the medical form then an inhaler **MUST** be provided in school for the child.

If your child requires medicine during the day, you are more than welcome to come into school and administer it yourselves, or sign the relevant forms to allow staff to administer.

14. STOCKTON AREA HEALTH AUTHORITY

Given below are details of the School Nursing service which parents should contact if their child has a medical problem and they are concerned about his/her development. If this medical problem has an educational bearing, for example a speech or hearing problem, parents should contact the Head Teacher, who will advise them as to the best course of action.

School Nurse, Ragworth Neighbourhood Centre, St John's way, Ragworth, Stockton Tel: 01642 606591

15. CHILD HEALTH SPECIALISTS

The School Nursing Sister is a State Registered Nurse who is experienced in providing health care and advice for schoolchildren and their families. School Nursing Sisters have also undertaken further training in school nursing development and Health Education, as well as specialist courses for the screening of vision and hearing.

The school nurse can advise on matters such as diet, exercise, head lice and other child health issues.

The Child Health Technician visits your child's school at regular intervals.

During their reception year your child's vision, height and weight will be checked as part of the Child Health Programme.

The programme is continued throughout the remainder of your child's school life.

You will be informed of the result of these screening tests, if they are not satisfactory. If you wish to have further information, please contact the Child Health Technician on 01642 606591.

Head lice - We rely on parents to inform us if they are discovered, so that we may advise on how to deal with them. We ask all parents in a class to check all of the family so that possible contact can be reduced.

16. DISCIPLINE

It is always necessary within any orderly community that a form of discipline needs to exist. School discipline revolves around the 3 'C's - Care, Courtesy and Consideration. We expect children to develop these positive attributes towards people and property during their school lives.

When we do experience problems of discipline, the unacceptable behaviour is checked in a quiet, constructive manner. The children are encouraged to act and work in a self-disciplined, industrious, co-operative, caring but enjoyable atmosphere according to a negotiated school Code of Behaviour. This Code of Behaviour is seen as a continuous process of development - our "hidden curriculum".

There is a clear traffic light sanction emphasising that the children themselves choose how to behave, as they understand both the rewards and the sanctions.

We have a home/school contract, which explains our commitment, and we ask parents to read and sign.

Parents will be contacted to discuss any behavioural problems giving cause for concern.

17. P.E. SWIMMING & GAMES KIT

All children require PE shoes, navy shorts and a navy T-shirt with the name Junction Farm Primary on the back. These are available from Motif8. Four outdoor games children may wear trainers, and in cooler weather, we recommend a navy hoodie and/or navy track pants also available from Motif8 with school logo on each garment.

For swimming, children need one large towel, 1 small towel, a swimming costume and a swimming hat. If a child has a Verruca, then a guard sock should be worn. Children go swimming as part of the PE curriculum, across the KS2 years until the pupil is able to jump into the pool and swim 25 metres. This is a Government requirement for all primary pupils. **PLEASE NOTE - CHILDREN WILL NOT BE ALLOWED TO SWIM WEARING EARRINGS SO PLEASE REFRAIN FROM GETTING EARS PIERCED WHILST YOUR CHILD IS INVOLVED IN SWIMMING LESSONS.**

A pair of thin-soled gym shoes/plimsolls will be required for P.E. lessons by KS2 children.

P.E. kit should be brought into school on Monday in a kit bag, placed on the child's peg in the cloakroom, and taken home on a Friday for washing. It is a curriculum requirement that all pupils participate in P.E./Games lessons every week.

STAYING SAFE

18. SAFETY POINTS

1. Jewellery –children should not wear jewellery, which can cause harm to themselves or others in the normal course of the day.

For safety reasons, children must remove all jewellery before P.E. and as the school has no facilities to ensure the safekeeping of valuables, parents must consider the wisdom of permitting it to be brought to school. The Academy does not insure pupils' property.

2. For the children's safety, please do not park directly outside the school, or encourage children to walk through the car park.
3. Please mark all clothing with the child's name. The school uniform supplier can add your child's initials to a garment for a small charge.

19. PUPIL PHOTO AND VIDEO POLICY

The school may on occasions use photographs / videos of the children to promote the school. You may withhold permission for your daughter/son's image being used in this way by informing the Headteacher.

Parents are welcome to photograph their child's events at school for personal use, unless the Headteacher believes that there is a risk to the health or safety of those present. For further clarification, please see the full photo and video policy. Please do not use these photos on social networking sites e.g. Facebook, Instagram etc.

20. VISITS

From time to time during the school year children take part in short, local visits as part of the school curriculum. This may be a visit to the library, the local church or to the shops for example. They are often at no cost, on foot and last less than a whole school session, or part of the curriculum.

Our full Visits Policy is followed for these, and we inform parents in advance.

For other visits; of longer duration, outside school hours, involving other transport, needing parental contributions or of a more adventurous nature, we will seek parental consent in advance of the visit. Voluntary contributions are requested for these visits. If we do not receive enough contributions, the trip may have to be cancelled.

We often ask for parent volunteers to accompany class visits. Please note you can only attend a visit if you have Police DBS clearance to ensure safeguarding every child in school.

21. INTERNET ACCESS

Pupils use the internet to enhance learning in many curriculum areas.

School uses an advanced 'firewall' to filter out unsuitable websites, and so access is not possible through school IT systems.

Children are always supervised when accessing the internet. A copy of the rules for responsible internet use that we operate are attached. Please spend time with your child discussing these rules and sign and return to school.

Parents who wish to withdraw consent for internet access may do so by contacting the Headteacher.

Junction Farm Primary School

Rules for Responsible Internet Use



- I will use only my own login and password, which I will keep a secret.
- I will not access other people's files.
- I will use the computers only for schoolwork and homework.
- I will not bring USB (storage devices) into school without permission.
- I need permission from a member of staff before using the internet.
- I will only e-mail and open up e-mail attachments from people I know, or my teacher has approved.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will not give my home address or phone number, or arrange to meet someone, unless my parent or teacher has given permission.
- I will tell an adult if I see anything I am unhappy with or I receive a message I do not like.
- I understand that school can check my computer files, e-mail account and the Internet sites I visit.
- I will be responsible for my behaviour when using ICT because I know that the rules are to keep me safe.

Pupil Agreement:

I agree to follow the Rules for Responsible Internet Use.

Signed: _____

Print Name: _____

Date: _____

Parent Agreement:

I give permission for access to the Internet on the terms set out.

Signed: _____

Print Name: _____

Date: _____

22. CHILD PROTECTION

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other form of abuse, staff will follow the Child Protection procedures and inform the Social Services of their concern. This may involve a visit to the home by a Social Worker.

Our Child Protection policy is available for scrutiny at school or on our website.

SAFEGUARDING

If children are marked absent in the register without any explanation, a member of staff will try to contact you to find out the reason for the absence by 9.15am. If we get no response, then a member of staff will initially try other family members on your contact details to get an explanation. If necessary, a staff member will come to your house to ensure all is well.

At the beginning of each school year, we ask you to complete an End of Day arrangements form; this ensures we know exactly who collects each child at the end of each day. We will not allow anyone to collect your child whose name is not on the list. This is for your child's safety. We know that children occasionally have social arrangements like tea parties or birthday parties, please could you inform school of any change to the collection arrangements so we do not hold up any festivities by having to phone you for consent for your child to leave with a person different to that stated on your list.

23. EQUAL OPPORTUNITIES

We believe that every child should be able to achieve their full potential, and our policy covers all aspects of school life. The policy is available from school.

24. EMERGENCY PROCEDURE

Each parent/guardian is asked to fill in our Emergency Contact form, which we use if a child is taken ill, or involved in an accident at school. This information is also held on the school computer. Please advise us of any change of circumstances to keep our records up to date.

25. DATA PROTECTION ACT 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the School Office.

Law requires us, to pass some information about our pupils to the Department for Education (DfE). The LA. Will in turn, and then make this information available for use.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it complies with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.stockton.gov.uk/children-and-young-people/schools/privacy-notice/>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

FAIR PROCESSING NOTICE

Junction Farm Primary School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned below). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be obtained from the school 01642 781586

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by contacting school.

ENJOY AND ACHIEVE

26. BEHAVIOUR AND REWARDS

We believe in praising the children and recognising success. We have a number of reward schemes for the children:

Marvellous Me: rewards can be sent directly to parent's phones – parents need to sign up to this.

KS1 charts: each child has a merit chart and they collect stickers or merits for effort, attitude, behaviour and good work. A full chart earns a prize from the Headteacher.

Star of the Day: Each class selects a Star of the Day. Teacher or pupils for doing something outstanding that day select them.

Teachers' awards: Teachers give stickers and stamps to recognise pupil's efforts in their work. These may go in books or on work rather than to the pupil.

Writer of the Week: In Key Stage 1 a writer is chosen each month for the quality of their work. They receive a medal and certificate as well as having their writing displayed.

Attendance Certificates: In recognition of 100% attendance each term.

House Points: All children in school are allocated into a house – Diamond, Emerald, Ruby and Sapphire. Children can earn points for their house throughout the week, for good work, participation in sports events. House of the week is announced each week in Friday's assembly.

The Behaviour & Rewards policy is available to parents should they like a copy.

27. EXTRA CURRICULUM ACTIVITIES OFFERED BY THE SCHOOL

Special activities depend entirely on the interest and goodwill of parents and teachers and therefore will vary from time to time. At the moment we are offering Ballet, Drama Web Club, Cheer dance, Multisport, Film Club, Cooking, Gardening Club, Football, Yoga, etc.

Sometimes sports coaches run additional clubs for which a charge is made.

Educational visits may also be made to consolidate classroom work. As a school, we recognise the importance of residential activities to develop team building and personal independence. A residential visit is offered in the following year groups Y2, Y3, Y4, Y5 and Y6. These will be paid through Pluspay via Parentmail account.

29. PARENTMAIL

We use Parentmail PMX to communicate with parents in the most efficient way. Many school messages are sent out by parentmail text and email and we strongly recommend all parents to register for this service. Parents can download the Junction Farm app free from the Apple store or Play store.

28. CHARGING POLICY OF GOVERNING BODY

We have fully adopted the Local Authority guidelines re charging. Briefly, parents will be asked to make voluntary contributions towards the cost of an outing, based on the total cost of the outing divided by the number of children who would be expected to take part. If voluntary contributions are not forthcoming, the school can either a) make up the deficit from its own funds, or b) cancel the outing.

29. CURRICULUM AIMS

The Governors have discussed the curriculum aims and follow advice given by the LA in their various policies. These policies can be seen in school.

Throughout the school, priority is given to reading, language and mathematics. By the time they leave the school we expect the children to read with fluency, understanding and enjoyment. At every stage, a substantial part of the school day is devoted to the development of language, both oral and written.

- (a) **MATHEMATICS** is based on the Numeracy Strategy material to ensure that all aspects of the National Curriculum are covered in a variety of enjoyable and meaningful experiences. The class teacher as he takes the stages of development of the individual child into account or she guides the child's progress. The depth of investigation and practice at each stage will depend upon the ability of each individual to understand the basic concept within that stage.

The school is well equipped with apparatus that enables the teacher to introduce Maths in a practical way, which enables the children to understand abstract concepts more readily.

Every child should leave Junction Farm with the ability to add, subtract, multiply and divide, and have a working knowledge of their tables, a grasp of the basic principles of mathematics and their application to practical situations.

- (b) The **LANGUAGE POLICY** in our school is a combination of the National Curriculum for English and the National Literacy Strategy. Our aim is to develop the language skills of each child as fully as his/her ability and development will allow. These skills are Speaking and Listening, Reading, Spelling, Punctuation, Grammar and Writing. At every Key Stage, a substantial part of the day is devoted to the development of Language, both oral and written.

- **Speaking and Listening:** Our aim is to develop the children's capacity to express themselves effectively in a variety of situations, matching style and response to audience and purpose. Role-play and Drama contribute to the development of these skills.
- **Reading:** Children need to be able to read confidently, fluently, independently and with understanding. They need to be able to respond to all types of writing to enable them to access all the other areas of their education. The children's reading skills are developed through individual, shared and daily 'guided reading' sessions
- **Writing:** The children at Junction Farm School are taught to communicate clearly in a variety of genres. Writing is given a 'purpose' so that the children feel that their work is of value.
- **Spelling:** Accurate spelling is a necessary requirement for written communication. Spelling is addressed through the context of the children's own reading and writing and specific spelling rules are taught in accordance with the National Literacy Strategy and at all stages, as appropriate to age and stage of development.
- **Handwriting:** Legible handwriting is an integral part of the English curriculum and is addressed through the school's handwriting policy. We encourage cursive writing from Nursery.

The school is well equipped with resources and ICT plays a major role in making Literacy an exciting and 'fun' experience.

Every child should leave Junction Farm School with the ability to read for enjoyment and with fluency and understanding. To write purposefully in different genres and to speak effectively for a wide range of audience.

- (c) SCIENCE is taught both as an integrated part of our topics and separately as necessary, to ensure National Curriculum requirements are met in an interesting and appropriate manner.
- (d) DESIGN & TECHNOLOGY also follow the National Curriculum and we have a full and progressive programme of work.
- (e) HISTORY & GEOGRAPHY are taught within both structured topics, and separately as necessary when specific information needs to be learned.
- (f) Most staff teach MUSIC, but classes are 'exchanged' at times so that all children have the opportunity to be taught by a specialist. Children in KS2 will all learn to play a musical instrument and receive weekly tuition.
- (g) SEX AND RELATIONSHIPS EDUCATION - It is the decision of the Governing Body that Sex Education will be taught as part of our Social, Personal, Moral and Health Education Programme. It will not be taught as an isolated subject area, nor will it be referred to in curriculum planning and organisation as Sex Education. The aim will be to present an all-round social, personal, moral and health education programme which will be directly relevant to the lives of children, in a sensitive manner, taking into account their background and maturity. In those aspects of the programme that deal with sexual matters, correct terminology will be used. The Governors and Staff believe that it is not appropriate to include detailed teaching of human sexual reproduction at Primary level. During one week in the summer term staff will teach SRE themes to children using The Lucinda and Godfrey LA Scheme. This has been agreed by Governors and Parents and uses the correct biological names for body parts.

Personal, Social and Health education is based on a progressive scheme, which is integrated into other aspects of the curriculum.

- h) RELIGIOUS EDUCATION is provided in the school within the framework of the County's agreed syllabus, in accordance with the Education Act. Assemblies are non-denominational. Though predominantly Christian in character, we do teach children about other faiths as an integral part of our work.

Any parental wishes for their child to be withdrawn from Religious Education and Acts of Worship will be met.

- (i) PHYSICAL EDUCATION comprises a carefully balanced programme of activities appropriate to the age and development of the child. It includes large and small apparatus work, games, music and movement, and athletics. Children are offered swimming lessons in KS2. All children are expected to take part in these activities and anyone wishing to be excused because of illness or injury must bring a letter from home explaining the reason.
- (j) MFL – Children in KS2 all receive one lesson per week involving learning the Spanish language. This is taught progressively through the Key stage.

- (k) **EQUAL OPPORTUNITIES** - We believe that every child should be able to achieve their full potential, and our policy covers all aspects of school life.
- (l) **CYCLING PROFICIENCY** - The Road Safety Committee provides training during the final year at Junction Farm. Children are usually tested at the end of the summer term and awarded badges and certificates.
- (m) **RESIDENTIALS** – We strongly believe in the benefits of outdoor education so all children in KS2 have the opportunity to attend a residential visit allowing them to stay away from home from a period of time ranging from 2-4 nights.

30. TESTING

Various national tests, and others, may be used to enable the teacher to determine/confirm the ability, attainment and progress of your child. Teacher assessment is a continuous process across the whole curriculum. End of Key Stage Assessments will be carried out as required by law.

Personal records of each child are maintained to help teachers to supplement test details and to enable the class teacher to report back to parents or other schools on transfer.

We offer parents an opportunity to discuss their child's work each term, but parents are welcome to call at any time to make an appointment to see their child's teacher.

We use assessment data to set targets for achievement at the start of each year, and then we track progress during the year. As necessary additional interventions are made to ensure all pupils make good progress.

31. END OF KEY STAGE ASSESSMENTS

We are required to notify all parents of the results of the end of Key Stage Assessments for the previous year, and these are as follows:-

KS1 2016

Grades	Reading	Writing	Maths
Greater Depth	40%	14%	40%
Expected Standard	95%	88%	98%
Working Towards Standard	5%	12%	2%

KS2 2016

Grades	Reading	Writing	Spag	Maths
Greater Depth	32%	39%	54%	46%
Expected Standard	88%	93%	85%	98%
Not Expected Standard	12%	7%	15%	2%

MAKING A POSITIVE CONTRIBUTION

32. SCHOOL COUNCIL

The school has School Council made up of elected representatives from each class. The children meet weekly and are active in decision making in the school. They have bought games for children and have organised the playground. We value the voice of the children and respect their input into developing and improving our school. Mrs Hall is the staff member on the school council.

School is also keen to develop Pupil Voice where children act as Ambassadors visiting other schools, bringing back good ideas to develop their own school.

33. GOVERNORS' MEETINGS

A copy of Governors' meeting documents is held in school and the minutes can be inspected on request.

34. PARENTAL INVOLVEMENT

We welcome parents into school, believing that school is a partnership of teachers and parents working together for the benefit of the children.

Parents who have any problems or queries should feel free to come and discuss them. Problems caught early can often be solved more easily and prevent the child fretting. A telephone call to make an appointment would be appreciated to arrange a mutually convenient time. Parents can also send an email to karen.norton@junctionfarm.org.uk that will go directly to the Head Teacher.

Parents are encouraged to come into school to assist in a variety of ways. We welcome any help you can offer which allows us to make our teaching more effective. Some help in classrooms, with reading or practising letter sounds or spellings would be very much appreciated. Parents who wish to help should ask for a DBS form from the office, school send these off for you once they are completed. Parents can only help in school if they have a clear DBS with no convictions.

Open Evenings are held each term and parents are invited to school to discuss their children's progress. Record cards of progress are issued at the end of every term and official reports in spring term.

35. FRIENDS OF JUNCTION FARM

Fundraising has become an essential element of most schools in their efforts to provide additional, sometimes essential equipment to assist the education of our children. Friends of Junction Farm are very active with regard to our fundraising efforts.

Why Friends of Junction Farm and not PTA you may ask yourself – well we wanted to reach out to a wider network and encourage volunteers who are not parents or teachers to develop an interest, become involved and share their ideas, expertise and time; this in turn is aimed at engendering a community spirit amongst those connected with the school, as well as the wider community.

A number of regular fundraising events are organised by the Friends. Every year we hold a variety of events which to date have proved very popular, for example in the Autumn Term we hold a Christmas Fayre and a Grand Draw, during the spring there is an Easter egg painting competition, and during the summer there is a Summer Fete. In addition to this, we hold a Disco for the children; these usually coincide with calendar dates such as Halloween, Easter and Christmas, as well as an end of school year Disco. Children of the school have such a lot of fun at the Discos, that we try to hold one each term.

The Friends have a committee, (names are always available from the school) which meets on an approximate monthly basis, generally at the school and generally between 6.00pm and 7.30pm. Although a committee exists, we are quite a friendly bunch and have a lot of fun at the meetings; in addition, these meetings are open to anyone who feels they can offer any skills, past experience, enthusiasm, and who would like to come along.

Alongside this, we do appreciate that many of us work on either a part or full time basis, so we understand that some parents, grandparents, friends and neighbours feel that they simply do not have the time to be involved in meetings and/or events. In our efforts to compensate for this we try to keep you updated with what is going on with the publication of a newsletter, which is distributed approximately every two months

Please feel free to approach any one of us if you would like to know more about what we do, or if you have any ideas or views that you would like to share. Also, do not forget that by just helping your child participate in various events or by just turning up at events and spending, some money helps us a great deal – you are the fundraisers at the end of the day.

We really look forward to you joining our school; we look forward to seeing you at future events, and welcome any ideas you may have to help us to help our children.

Many Thanks

Friends of Junction Farm

36. COMPLAINTS ABOUT SCHOOL CURRICULUM

The Academy has established a procedure for considering complaints from parents relating to the school curriculum, the charging and remissions policies of schools and religious education and collective worship. It is hoped that parents would raise any concern they might have about such matters with the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Head Teacher, on the schools website, the Learning Platform –It’s Learning or from the Local Authority.

Please refrain from complaining about school on social networking sites e.g. Facebook as this could lead to legal action being taken by the school or Academy.

ACHIEVING ECONOMIC WELL-BEING

37. SPECIAL EDUCATION PROVISION

The Governing Body takes a very positive attitude to this area of the curriculum, and we have a part time teacher who helps children who are in need of extra tuition. Pupils who are capable of working at a faster rate are given extension work too.

Part of the role of auxiliary staff is to help children with learning difficulties.

There is also provision for special help by the Local Authority Learning Support Services, which includes specialist teachers who help in schools on a peripatetic basis. Help of this kind is particularly designed for pupils who have learning difficulty with language skills.

Our SEN policy is available to parents on request and available on our website.

We ask parents to help their children through regular involvement in developing reading and higher order comprehension skills at all ages.

Please spend at least 10 minutes with your child on a reading activity, and help with other regular homework such as the learning of spellings, handwriting practice, mental maths, book reviews or project work. Each class teacher will provide a more detailed list for their own class, and emphasis will be on setting assignments that the children find reasonably straightforward and helpful to their everyday school life.

The Homework policy will be sent home to parents in September.

38. ABSENCE FROM SCHOOL

Children are not allowed to leave the premises during school hours (including lunch break if they have lunch at school).

- a) Illness - please telephone school before 9.00am on the first day with the reason for your child's absence. Let us know **each day** your child is absent from school. We have voicemail so you can leave a recorded message.
- b) **Holidays during term time! In line with the new Government Guidelines term time holidays will not be authorised and could incur a penalty notice of £60 per parent per child unless in exceptional circumstances. To try to help parents benefit from cheaper holidays we have attached 2 PD days onto the May half term to allow parents the opportunity to take a 10 day family vacation slightly cheaper than if booked for the May half term. All leave of absence must be requested from the Headteacher of school.**
- c) Medical - children are released for a medical or dental appointment but the request should be in writing and an adult should collect the child from the school. Appointment cards may be requested as proof of appointment.
- d) Legislation requires that schools must now distinguish between AUTHORISED and UNAUTHORISED absences of pupils of compulsory school age. In light of this, can I reinforce the need for parental contact with school in the form of written letters/notes, or telephone calls, prior either to or immediately following any absence of your child?

39. UNAUTHORISED ABSENCES

During the 2015/2016 school year September 14 to July 15 we recorded 0.61% unauthorised absences.

40. BUTTERFIELD PRE-SCHOOL GROUP

Butterfield Pre-school group is an independent body housed in a mobile classroom on the school site. They are a charitable organisation run by a committee in accordance with an adopted constitution.

The group take children from two years of age until they are admitted into our Foundation Stage Unit.

The group is registered with Social Services and Ofsted and takes up to 16 children per session. Their aim is to provide learning through play in a safe friendly environment.

They have developed a facility for after school care.

If you would like to know more, please come and visit anytime during school hours. The contact person is Miss N Fish on 01642 788499.