



**Donnington Wood Infant School and Nursery**  
Baldwin Webb Avenue  
Donnington  
Telford TF2 8EP  
Telephone 01952 386640  
email: a2041@taw.gov.uk

Learning, caring, preparing

Headteacher: Mrs C Boddy  
Chair of Governors: Miss Amanda Hall

Dear Parents,

Welcome to our school!

Learning is a journey which began when your child was born and will continue throughout their lives. We want every child to become confident and independent, with the skills and attitudes they will need to succeed in the future. Together we will work to develop and nurture your child, to unlock their potential and enable them to flourish and achieve all they can.

We aim to do our best for every child in a secure and supportive environment. It is very important to us that the partnership between school and home is as good as it possibly can be. We hope this prospectus gives you a picture of our school and you are more than welcome to visit us to find out more.

Yours sincerely,

Caroline Boddy

Mrs C Boddy  
Headteacher

All the documents referred to in this prospectus are available for your inspection at any reasonable time. If you wish to see them please contact the school office. The information in this booklet is correct at the time of going to print but it is possible that changes may be made before or after the school year starts.

## Learning, caring, preparing

As a school community we are committed to aiming for and achieving high standards for every child in their work, behaviour, attitudes and relationships.

We will work together to do this by:

- providing a welcoming, safe, happy school where everyone is respected and listened to
- striving for the highest possible standards of achievement and behaviour
- building strong relationships and partnerships within the school community, local community and the wider world
- making learning real, enjoyable and challenging in a secure, supportive and stimulating environment
- ensuring that every child has an equal chance to succeed with access to a broad, balanced and relevant curriculum that is driven by their needs, regardless of race, gender and ability
- creating a partnership with home based upon respect and trust
- encouraging all parents to value and be involved in their child's education
- helping every child to develop the skills, attitudes and knowledge they will need to fulfil their potential as motivated, confident and active citizens in modern Britain



## Staffing List 2017-18

Head Teacher: Mrs C Boddy

Teachers:

Mrs V Jones

Mrs L Marshall

Mrs S Pitt (Deputy Head - KS1, Inclusion Manager)

Mrs A Hannington (Assistant Head - EYFS)

Mrs M Varley

Mrs R Vazquez

Miss C Williams

Mrs E Povey

Mrs S Hallam

Pupil & Family Support Manager: Mrs R Butler

Pupil & Family Support Worker: Mrs A Campbell

School Office Administrator: Mrs D Bentley

School Finance Administrator: Mrs J Pryce

Caretaker: Mr A Braid

Cook in charge: Ms S Ferguson

Teaching Assistants

Mrs D Kirkwood (HLTA)

Miss T Lucas (HLTA)

Mrs S Treharne

Mrs T Harper

Mrs B Elsmore

Mrs S Tibbetts

Mrs J Goddard

Miss H Tibbetts

Mrs J Lovatt

Nursery 3s & 4s

Mrs P Lewis (Senior)

Mrs J Jones (Senior)

Miss S Brown

Nursery 2s

Miss P Parton (lead)

Mrs M Woodwardsmith (Senior)

Miss K Adkins

Miss D Morrissey

Lunchtime Supervisors:

Mrs S Davie

Mrs J Goddard

Mrs D Kirkwood

Miss T Lucas

Mrs W Lutner

Mrs K Hodson

Miss H Tibbetts

## Governors

The school's governing body meets at least once each term. The governing body also meets in smaller committees to discuss and decide on such matters as the aims and development of our school as necessary, the school budget ensuring everything we do best serves the children's interest.

### Current Governors



Miss A Hall (chair)

Mr J Lavery (vice)

Mrs L Flanders (parent)

Ms Z Bailey (parent)

Mrs E Elsmore (staff governor)

Mrs R Vazquez (staff governor)

Mrs C Boddy (headteacher)

## School Admission & Transfer

If you would like to send your child to our school or Nursery then we would love you to make an appointment to visit and have a look round the school.

### Nursery

#### **2 year olds**

The government currently funds eligible children for 15 hours a week free Nursery education from the term following their 2<sup>nd</sup> birthday if families meet the current eligibility criteria (available separately).



#### **3 & 4 year olds**

The government funds all children for 15 hours a week free Nursery education from the term following their 3<sup>rd</sup> birthday. Some children are entitled to 30 hours free nursery childcare.

We do not currently offer 30 hour places but are happy to discuss sharing hours between dividers.

Funding entitlement starts from the term after the child's 2<sup>nd</sup> or 3<sup>rd</sup> birthday (as appropriate)

<b>born</b>	<b>start</b>
April - August	Autumn term
September - December	Spring term
January - March	Summer term

Places are limited in Nursery (2s - 40, 3s - 60) so parents are advised to register interest as a consideration list is kept of names, addresses, D.O.B., telephone number etc of children who are interested. Children can be placed on the consideration list at any time however the list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

If we are able to offer you a place, we will write to you when it is nearly time for your child to start in Nursery and give you more details and information. When there are more applicants than the number of available places, governors will allocate places following the criteria set out in the Nursery Admissions policy. A copy of this is available from the school office. If we are not able to offer a place we will keep your child's name on a waiting list so we can offer a place as soon as one becomes available.

### Full-time school

Children are admitted to school in accordance with Telford and Wrekin Admissions Policy. Reception children start full time school in September in the year that they have their 5<sup>th</sup> birthday. The Local Authority will issue application forms in the year before your child starts school.

We have a maximum of 60 children per year group and a legal limit of 30 children in each class. If you are new to the area we encourage you to make contact with us about spaces available for your child(ren). Admission to the school at any time is coordinated by Telford & Wrekin Local Authority.

### Moving on to Year 3

Children who attend our school normally transfer to Donnington Wood C of E Junior School. We work closely with the Junior School during the year and specific visits to the Junior School are

arranged for parents and children during Year 2. The Local Authority manages the admissions procedure.

### **Child protection statement**

We wish to work in partnership with you, and we will share successes with you, and discuss with you any concerns that we may have about your children.



Since your child's welfare is also our first priority, there may be rare occasions when our concern for your children means that we have to consult the Telford & Wrekin Safeguarding team. We will endeavour to contact you in the first instance and share our concerns. This will only be done, however, where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations.

The procedures we follow are those laid down by the Telford & Wrekin Safeguarding Children Board. We have adopted both Child Protection and Anti-bullying policies for the safety of all. If you would like to know about our procedures, or the policies, please speak to the headteacher (Mrs Boddy), deputy headteacher (Mrs Pitt), Assistant headteacher (Mrs Hannington) or Pupil and Family Support Manager (Mrs Butler) who are the designated safeguarding leads. Alternatively, if you have any concerns about a child you can contact Family Connect on 01952 385385.

### **Special Educational Needs & Disabilities (SEND)**

At Donnington Wood Infant School & Nursery we have a policy of 'inclusion' This means that we are committed to providing the very best education for all of our pupils, including those with special needs or disabilities. The school building has been adapted to cater for children or adults with physical disabilities. Children with special educational needs and disabilities are fully integrated into our classes but may have some extra support in class or additional support outside the classroom from experienced teaching assistants or other professionals. Details of our local offer and SEN Information Report can be found on our school website and are available from the school office by request.

If we consider that there may be a need for your child to receive some additional support, we will talk to you to see how we can best work together. A senior member of staff has responsibility for individual needs and she also liaises with other agencies, professionals or schools if we need to seek advice about how best to support your child.

It is policy of the school to ensure continuity, progression and quality in the development of Special Educational Needs Support for the children in the school's care. The school recognises that in some cases admission arrangements may need modification. Each case is considered in consultation with parents and/or Local Authority to provide the optimum outcome.

The School has a Special Educational Needs policy which has been approved by the Governing Body. The implementation of the policy is overseen by our Inclusion Manager, Mrs S Pitt. A copy of the policy is available from the school office and on the school website ([www.donnington.school/jotter2.com](http://www.donnington.school/jotter2.com)).

## Single Equality Scheme & Accessibility Plan

Donnington Wood Infant School & Nursery has a Single Equality Scheme and an Accessibility Plan (required under the Disability Discrimination Act 1995) to ensure no child or adult is discriminated against. We have a school culture of inclusion. Our school caters for all abilities and needs. We value each individual, each contribution from children, parents and the wider community.

We liaise with external agencies to access equipment when necessary and the physical environment of the school is continuously assessed to ascertain whether there are areas to which the current intake have limited or no access: changes have been implemented to include disabled toilets in Nursery & school, a ramp from the areas outside classrooms to the playground and a ramp in the main school corridor.

The Single Equality Scheme and Accessibility Plan are available in full from the school office or our school website.

## Partnership with parents

We believe that we can provide the best education for your child if we work together in partnership with you. We aim to provide lots of different opportunities for you to be involved in school and your child's education.

We encourage you to come in with your child at the start of the day to settle your child. This is a good time to pass on any messages or information to your child's class teacher. If you need to talk at more length then your child's teacher will make an appointment to see you after school. Appointments with the headteacher can be made via the school office.

During the year we offer opportunities for parents to spend time in school. These are very popular and lots of parents join us for these events. We feel it is really important your child to share their experiences in school with you. Parents are also invited to attend special assemblies, Christmas plays, school fairs etc.

During the year we hold individual parents / teacher meetings so that you can look at your child's work and discuss their progress and targets. In July you will receive a written report (full time children only).

We really enjoy having parent helpers in school and for visits. We would love to hear from parents who have a skill or interest that they could share in school. If you have some free time and are interested in helping out then please let us know. You will need to complete a DBS check before you can start.



## The School Day

### Full-time school

8:45	School doors open (you are encouraged to come into school with your child)
8:55	Registration
12:00 - 1:00	Lunchtime
3:00	Home Time

It is expected that all children be brought to, and met from, school by parents or a responsible adult.

At home time parents are requested to wait outside the building not in the corridor or entrance hall. Children in Year 2 (Class 1 & 2) are collected from their outside classroom doors (parents are asked to wait on the playground). Children in Year 1 (Class 3 & 4) are collected from the main doors. Children in Reception (Class 5&6) are collected from the bottom doors. Any child with an older sibling will be sent to join them for collection at the end of the day. The teachers will make sure that your child is safe. Please notify school immediately if there is a change in the person collecting your child. We will not hand over any child without parental consent.

### Nursery (2s, 3s & 4s)

8:30	Nursery morning session (you are encouraged to come in and stay for a while)
11:20	doors open for collecting children
11:30	morning Nursery session ends

OR

12:15	Nursery afternoon session (you are encouraged to come in and stay for a while)
3:05	doors open for collecting children
3:15	afternoon Nursery session ends

**If your child is going to be absent for the day due to illness, please phone the school before 9:00 to let us know.**

### School Uniform

#### Nursery

Children are welcome to wear their own clothing. School jumpers are available to order through the office but the most important thing is that clothing is practical. Please avoid belts and shoes / trainers with laces. The children have the opportunity to go outside even in rain and snow so please ensure they are dressed appropriately for the weather. If it is hot, please ensure they have sun cream on and wear a hat.

Nursery children participate in a weekly P.E. session in the school hall and will take their shoes and socks off. Please encourage this skill at home.



### Full time school

Navy blue sweatshirt or cardigan  
White shirt or polo shirt  
Black / grey trousers or skirt  
Dark shoes  
Blue summer dresses

Parents can order sweatshirts, cardigans, polo shirts etc with an embroidered logo from the school office.

### PE Kit

Plain short sleeved white t-shirt & plain blue or black shorts  
Trainers / plimsolls (for outdoor pe)

All children take part in 2 hours of PE each week so it is important that pe kits are kept in school all week. PE bags & kits with the school logo are available to order from the school office. All children take part in Willow School activities during the year. For these sessions they will need a change of clothes, suitable coat and wellies. Class teachers will notify parents of the sessions during the year.



Children are not permitted to wear jewellery of any sort for PE for healthy & safety reasons. They may wear small stud earrings and plain watches to school but these must be removable for PE.

During colder weather children need to have a suitable coat, hat and gloves. During snowy weather they will need wellies to play outside. In warmer weather children need to have a sunhat in school. Children may bring suncream (labelled with their name) but they must be able to apply it themselves as school staff are not allowed to apply it.

**All items of clothing need to be clearly labelled with your child's name**

### School Attendance

As parents you have an important role to play in helping us secure a high level of attendance. Regular school attendance is vital if pupils are to benefit fully from the opportunities which school offers them.

We celebrate good attendance and punctuality each week. We award a weekly attendance cup to the class with the best attendance. We also award an 'Early Bird' to the class with the best punctuality. The winners of the awards are included in the weekly newsletter. We also present 95% and 100% attendance certificates at the end of each term.

We keep detailed and accurate records regarding pupil attendance. If you arrive late you will need to come to the school office and sign in. It is vital that we are informed by telephone if your child is absent for any reason. We endeavour to make contact with parents on the first day that a child is absent and no reason has been given. Absences where no reason is given will be recorded as unauthorised.

Registers are monitored regularly by staff in school and we are working very hard in partnership with the local authority to improve our school attendance. Using the 'Spotlight on Attendance



Campaign' we monitor very closely the school attendance of Donnington Wood Infant School pupils and offer additional support to parents should they need it. However, it also means that parents will be assessed for legal action or issued with a Penalty Notice if their children have unauthorised absence from school.

### Leave in term time

Parents should apply to the Headteacher for any request for leave in term time by completing a request form (link below or available from school). The Government has renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Each application will be considered and the Headteacher will determine the duration of any leave if it is agreed and authorised. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent or posted to the parents' home address. If you wish to discuss particular extenuating circumstances with the Headteacher, please make an appointment.

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

### Lunchtimes

All children share lunch in the school hall supervised by a team of Lunchtime Supervisors. School meals are cooked on site and offer a variety of healthy choices. Meals are currently provided free for all children.



You may wish to provide your child with a packed lunch. These are stored in classrooms until lunchtime. Please make sure you child's lunchbox is labelled with their name and class. We have worked very hard to achieve the status of 'Healthy School'. This means that where possible we encourage the children to live a fit and healthy life style. Please help us with this when you are providing packed lunches.

### Milk, Fruit & Water

Free fruit is provided for all children every day as part of the National Free Fruit for Schools initiative.

Drinking water is available in school and all children have access to this throughout the day. The children in Nursery are supplied with free milk every day.

### Accidents or illness

We have a number of trained first aiders on our school staff. We will always inform you if your child has needed first aid attention during the day. We will always make contact with you during the school day if your child becomes unwell and needs to go home or to the doctor.

If your child has been unwell with sickness or diarrhoea during the night (or early morning), you must keep them at home for 48 hours from the last time they were ill, to ensure a full recovery has taken place.

**It is essential that we have the correct address and telephone numbers for you in the event of an emergency.**

### Medicine or Tablets

Please inform the office if your child has ongoing medical needs (whether or not they require medication) so that we can ensure we make appropriate provision for your child. A display by the main first aid area gives brief information about ongoing medical needs so that all staff are aware. Training is provided for staff as necessary for inhalers, epipens etc.

Inhalers as treatment for asthma and hay fever, which are to be taken during the school day, must be named and are kept in the classroom with the child for ease of access. Inhalers must be in their original box with the prescription sticker. If your child has asthma we ask you to complete a care plan to assist us in caring for your child.

At no time will we administer 'over the counter' medicines eg Calpol. In special circumstances, medicines prescribed by a doctor will also be administered. This is usually if the medicine is needed to be taken 4 times per day. 3 doses per day should be dealt with by parents at home. Parents must take all medicines to the school office and fill out a permission form.

### Pupil & Family Support

Our Pupil & Family Support Manager (Mrs Butler) and Worker (Mrs Campbell) work with small groups and individuals from across the school in order to provide support and help ensure every child makes the best progress possible. They do not directly support learning in the classrooms but work on other areas such as self-esteem, friendship, bereavement which may be affecting a child in school. They are also able to provide advice for parents and signpost them to other agencies who can offer additional support if required.

### Behaviour

We aim to provide a calm and happy school where children can learn and develop and we have high expectations of behaviour for all our pupils. Children are selected weekly to have their names in the Golden Book as recognition of good behaviour or work during the week. Any incidents of inappropriate behaviour are dealt according to their nature and severity and following the school Behaviour Policy.

### The Curriculum



Children are entitled to 21 hours education in school each week. In Foundation Stage (Nursery & Reception) we follow the Early Years Foundation Stage (EYFS). Children cover the areas of learning through a wide variety of activities both planned and taken from the children's own interests and ideas.

In Key Stage 1 (Year 1 & 2) we follow the National Curriculum and Telford & Wrekin RE syllabus. Some areas are taught as separate subjects although as much as possible we aim to teach through themes and topics. We believe that this enables children to make links between areas of learning and is far more engaging and interesting.

As part of the curriculum across school we include as many opportunities for visitors, visits and outdoor learning as possible. We will always give you full details before any trips off the school site.

We feel that all of our children are special and all have something special to offer. We have a senior member of staff who is responsible for ensuring that individual needs are catered for. If you feel that your child has a particular gift or talent please do not hesitate to let us know.

### Homework

Most weeks your child will be asked to complete some activities at home either on their own or with adult support. Activities vary depending on age but usually include reading, learning letter sounds/spellings and activities linked to learning and topics in school. We ask parents to encourage their children to complete homework activities.

### Sex & Relationships Education

The Governors consider that Sex & Relationships Education should be taught informally and children's enquiries are met with appropriate responses. It is not currently taught as a separate subject. The school's policy for Sex & Relationships Education is available from the Headteacher. Parents do have the right to withdraw their children from Sex and Relationships Education but are asked to discuss this with the Head teacher before making the decision.

### Collective Worship

An act of Collective Worship is held daily at school. You have the right to withdraw your child from Acts of Collective Worship after consultation with the Headteacher.

### ICT

All the children have access to computers throughout school and interactive white boards are used in all classrooms. Children are guided towards appropriate software and internet sites. We have an e-safety policy which is available in school.

### School Clubs



We run a variety of school clubs which are available to full-time children. These clubs are very popular so we send letters before each club starts and run a 'names out of the hat' system if clubs are over-subscribed. We currently charge a nominal fee of 50p per club each week to cover the cost of materials for clubs run by school staff. Clubs run by external providers may charge differently.

### Out of school activities & educational visits

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly/routine, whilst others take place less frequently, generally to places further afield and are of longer duration. Supervision is provided with school teaching staff, support staff, parent helpers and other adults determined by taking into account the nature of the visit, all in compliance with LA guidelines.

### Insurance

The LA provides insurance cover to protect your child should he/she suffer injury, damage or loss through negligent acts by staff or others on LA business.

The LA does not provide any personal accident insurance or cover for personal effects. For local outings on foot the school has chosen this same stance, however a separate insurance is taken out by the school for all journeys involving coach travel whether local or otherwise. Parents are notified of this by individual letter prior to each visit.

### Breakfast Club

An early morning club is held every day from 7:45 to 8:45 at Donnington Wood CE Junior School. Children are given a nutritious and healthy breakfast and then enjoy a range of supervised activities and games. There is a small daily charge. More information is available from the school office. A walking bus is available to bring children to the Infant school ready for the start of the school day.

### Children's Centre

We are very fortunate to have a Children's Centre on our school site. The Children's Centre aims to provide support and opportunities for all children under 5 (and their families). We work closely with staff from the centre so we can keep you up to date with what is available at different times of the year both on site here and in the local area.

### Complaints

Parents (and others) are encouraged to raise any complaints or concerns with the Headteacher initially who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way, the complaint should be put in writing and sent or given to the Headteacher. If you would like assistance in setting out your complaint the school will, if asked, help you to do this, facilitating access to translation services where necessary. The school then promises to deal with your complaint as follows:

- formally acknowledge it within five working days
- tell you the name and telephone number of the person looking into your complaint
- respond to it within 20 school working days or if it is not possible to give you a complete answer telling you what is being done to investigate and how long it is expected to take
- tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint you can write to the Chair of Governors who will arrange to investigate your complaint further. Should you still not be satisfied and want to take the matter further you will be told who else you could write to at that stage.

### Parental 'Licence' to attend school

Through the school's practice of welcoming parents of its registered pupils into the school and parents natural right to need to visit the school from time to time to deal with matters related to their children's education; parents acquire, what is seen in law as, a limited 'licence' to enter the school premises. The law also recognises that in appropriate, hopefully extremely rare circumstances of either very serious or persistent cases of unacceptable behaviour this 'licence' may be revoked by the Headteacher.

## Charging Policy

A copy of the full Policy is available in school. In summary the Policy confirms that the school reserve the right to charge where the law allows. It also confirms the possibility of financial help to families in need. The school seeks voluntary contributions towards the cost of extra activities such as educational visits. In each case the school informs parents that contributions are voluntary. No child is omitted from such activities should parents be unwilling or unable to contribute.

The law requires the remission of in school time residential trips, board and lodging costs to parents in receipt of Income Support or Family Credit Benefits. Whilst residential visits are not part of the school current provision, the school Policy states that remission would be given to all families receiving Income Support or Family Credit Benefits should the necessity arise.

Finally, the Charging Policy also provides that parents be asked to meet or contribute towards the cost of damage or loss of school property arising out of individual pupils' behaviour.

## Money

All money brought to school for trips, clubs etc should be put in a labelled envelope and can be placed in the black collection boxes. One box is situated by the school office and the second is by the bottom entrance door near Class 6. Teachers are not allowed to handle money.

## Safety & security

The safety of our pupils is very important. The yellow zigzag lines outside the school entrance are intended as a safety measure to ensure unrestricted vision for people crossing this busy road. We ask our parents to respect our neighbours and avoid parking in a manner which would restrict access to private drives and pavements. **To help keep pupils and parents safe on the school site do not drive onto the school site at the start or end of the day.** Disabled parking spaces are available in the car park by the Nursery entrance. If you need to use one of these spaces please talk to the Headteacher and make sure you display a valid blue badge.

All external school doors are locked by 8.55 a.m. (8:50 / 12:35 in nursery) The only way into school after this time is via the main entrance where there is an entry phone system with security cameras in place.

The two sets of pedestrian gates are also locked, leaving only the main entrance gates unlocked for access or emergencies. Gates are unlocked at 2.45 p.m. to enable parents to wait by the school doors for their children.

All staff and volunteers who work in school have undergone a DBS check.

**Dogs are not allowed into the school premises.**



# Holiday Dates 2017-2018

Tuesday 5th September                      children return to school

Friday 20th October                      break up for half term

.....

Monday 30th October                      children return to school

Friday 15<sup>th</sup> December                      break up for Christmas

.....

Wednesday 3rd January                      children return to school

Friday 16<sup>th</sup> February                      break up for half term

.....

Monday 26th February                      children return to school

Thursday 29<sup>th</sup> March                      break up for Easter

.....

Monday 16th April                      children return to school

Monday 7th May                      Bank Holiday

Friday 25th May                      break up for half term

.....

Monday 4th June                      children return to school

Friday 20th July                      break up for Summer holiday