

# St Margaret's C of E (VA) Junior School



# Prospectus 2019-20



Dear Parents,

It gives me great pleasure to welcome you and your child to St Margaret's C of E (VA) Junior School, which is part of the Northam Schools' Federation. St Margaret's C of E (VA) Junior School is located in North Devon and predominantly serves the communities of Northam and nearby Westward Ho! Our school is a Voluntary Aided C of E School and is part of the Diocese of Exeter. A strong Christian ethos pervades throughout the school and we have forged an extremely close partnership with our local church, St. Margaret's. St. Margaret's is a thriving establishment and we are excited at the prospect of you joining our community. We believe that the Primary Years should be the most exciting and happy time of your son or daughter's childhood : with this in mind we aim to offer a learning experience which gives your child opportunities to enquire and inspire; to learn and excel within a Christian environment.

In this prospectus we aim to have included the essential information necessary to ensure a positive start to your child's schooling with us. However, if there is anything missing or unclear, please tell us and we will get the information you need to you as quickly as possible. Contact details are at the top of this page.

St. Margaret's C of E (VA) Junior caters for children from seven years to eleven years old. The vast majority of our pupils have previously attended St George's Infant School. In September 2015 the two schools federated, resulting in one Governing Body, a single budget and staff across both settings sharing expertise. There are many occasions when the children meet work together. At key times in the year, the children and staff join together in acts of collective worship e.g. Harvest, Ascension Day and Pentecost. At present, we are fortunate to have a strong roll, in 2019-20, we will have approximately 245 children in the school, organised into nine classes.

We are committed to building strong partnerships with parents and families. Please be assured that you will always be welcome in our school, whether you come to help, to ask questions or to let us know how we can enhance the quality of our provision. We always appreciate feedback and frequently ask for your opinion on a variety of things that happen in school. Hopefully, you will be able to respond whenever possible so that we can continue to make your child's time at St. Margaret's exciting and stimulating.

Please take time to read the information in this prospectus and discuss the contents with your child. Starting a new school is a key moment in a child's life and we are confident that by working closely together, the transition into our Junior school setting will be extremely positive. Thank you for choosing St. Margaret's C of E Junior School.

A handwritten signature in black ink, appearing to read 'Jim Williams', is written over a faint, circular watermark of the school's logo.

Mr Jim Williams (Executive Headteacher).

# Welcome to our school!

I hope you are looking forward to coming to St Margaret's C of E Junior School. We have lots of exciting things here for you to do and we can't wait to meet you and your family. You will get to know lots of the grown-ups very quickly.

We have chosen to name our classes after the Christian Values that are the most important to us. These are very special and help us to be a happy and safe school and to make good choices. From September 2019:

If you are joining Year 3, your class will be called either Trust Class or Friendship Class. Mr Ovey and Mr Barnard are the Year 3 teachers.

If you are joining Year 4, your class will be called either Hope Class, Thankfulness Class or Trinity Class.

Mr Smith, Miss Fancourt and Mrs Sykes (maternity cover for Mrs Gado) are the Year 4 teachers.

If you are joining Year 5, your class will be called either Peace Class or Forgiveness Class. Miss Moores, Mrs Parkhouse and Mrs Fryers are the Year 5 teachers.

If you are joining Year 6, your class will be called either Compassion Class or Wisdom Class. Miss Barrett and Mrs Eggleton are the Year 6 teachers.

My name is Mr Williams and I am the Headteacher. From September 2019, we are looking forward to Mrs Frost joining the school as the new Deputy Headteacher.

The rest of this book should help your parents find out lots of things about our school so if you're wondering about anything, they will be able to help you.

I am looking forward to seeing you soon!

Mr Williams



## **Introduction**

Our Voluntary Aided Church of England Junior School serves the communities of Northam and Westward Ho! and is situated within view of the North Devon coast and its rolling breakers, which are so popular with the surfing community, as well as the Burrows Park and the long golden beach of Westward Ho! The school is less than a mile from the North Devon Link road. Our school is a Voluntary Aided C of E School, being part of the Diocese of Exeter. As such we have a strong Christian ethos and close links with our local church.

The building was constructed 50 years ago and has eleven teaching areas, nine used for class rooms, one for an ICT suite and the other as a music room used by peripatetic instrumental teachers as well as for lessons. The main school accommodation has undergone extensive re-investment in the last few years, with new floor coverings and internal decoration throughout. This is part of our drive to ensure excellence throughout the school – we attach a great importance to the quality of the learning environment. We have a good sized hall, four group work rooms, a library, practical areas for each year group, outdoor play areas and a wonderful field plus wildlife and vegetable gardens.

Our school roll has remained fairly constant over the last few years and we have nine classes grouped in pairs apart from Year 4 where there are 3 classes, with a current roll of 245.

As a voluntary aided school we have strong links with our local church and the vicar, PCC secretary and other members of the church community comprise our governing body with staff and parent governors. Our aim is for all our children to enjoy a truly broad education, striving for excellence in the classroom and beyond to excel within a Christian environment.

We have a committed staff team who are dedicated to the education and development of the whole child. While at St. Margaret's School your child will experience a curriculum based on a solid foundation in English and mathematics but which also offers opportunities to develop their more creative side and be challenged to excel.

We make sure that our school is a safe and secure place where children are happy and learn to care for each other. Everyone in our school community is valued and has an important part to play. We want to help your child achieve to their fullest potential and to do that we need to work in partnership with you. We look forward to welcoming you to our school family.

### **Aims and Mission statement:**

As a Christian and community school, St. Margaret's Church of England (VA) Junior School's aim is to provide each child with the opportunity to achieve his or her potential. We endeavour to do this by promoting the spiritual, moral, cultural, mental and physical development of children.

Working alongside parents and the community, we aim to prepare children for a happy and successful future. Our intention is that all children, regardless of language, faith or culture, should feel valued as individuals.

We regard all children as being of equal value and our aim is to show by our curriculum, attitudes and values that cultural diversity is welcome in our school.

As a Christian School, the values of Christianity are emphasised. We try to provide all our children with an excellent standard of education and to meet with Christian values and attitudes, which we hope they will find relevant, whilst they are acquiring knowledge.

We are currently reviewing our vision and mission statement and look forward to sharing these with you when you join our school family in September.

## Admissions

Children are admitted between the ages of 7 and 11. You and your child are very welcome to visit to meet the staff and look around. Please contact us via the office for a mutually convenient time. Our full admissions policy for 2018-19 can be found on our school website (if new to the school).

## Key Stage 2 (Junior) Transfer

Most children joining the school at the start of Year 3 come to us from St George's C of E (VA) Infants School. The children at St George's are very familiar with St Margaret's, having federated in September 2015, the relationship between the two schools is incredibly strong. During the Summer Term, the children visit St Margaret's every day to receive their Universal Infants Free School Meal and have the opportunity to play with the older children. In addition to this we also have a well-established transition programme. This currently begins in the term before children are due to join us and includes frequent visits to the Year 3 classes, meeting the teachers, sharing playtimes and other whole school events such as watching performances and attending services. Children with additional special educational needs will also have a personalised programme to enable them to feel comfortable in the junior school environment.



## Key Stage 3 (Secondary) Transfer

Throughout Year 5 and Year 6, parents and children take part in an extensive transition programme in partnership with Bideford College (which is our designated secondary school) as well as a number of other local Secondary Schools. Transition activities include visits to the site, opportunities to work with children from other primary schools, online tasks and staff visits to school; all designed to ensure that our oldest children are well prepared and very familiar with their secondary school, before transition takes place.

The address of the College is: Bideford College, Abbotsham Road, Bideford, EX39 3AR.

## Atlantic Coast Co-operative Trust

In June 2013, St Margaret's C of E Junior School became a partner to the newly formed Atlantic Coast Co-operative Trust (ACCT). The reason for taking this bold step is to ensure we continue to benefit from the well-established pattern of working closely with other schools which began with the Bideford Learning Community. As part of a Co-operative Trust, we have also strengthened our links with the community we serve and have reaffirmed core values of the traditional co-operative values and principles of **self-help, self-responsibility, democracy, equality, equity and solidarity, honesty, openness, social responsibility and caring for others**. These underpin our work alongside the other six schools that form the Trust and, coupled with our



Christian values, create a strong ethos throughout St Margaret's and the Federation.

The schools with ACCT all remain totally autonomous – each Governing Body is still responsible for its own school, unlike the case in a Federations or Academy Chains. The schools comprising the Trust are: St Margaret's Junior (Northam), St George's Infants (Northam), Woolsery Primary, Hartland Primary, St Mary's Primary (Bideford), Parkham Primary, Buckland Brewer Primary and Appledore Primary. In addition, we

also have Partner Organisations to support our school improvement work. These are the Diocese of Exeter Education Board, the



University College of St Mark and St John (Plymouth), Devon County Council and the Co-operative Movement. As of May 2016 the Northam Schools' Federation and ACCT also became members of the Dartmoor Teaching School Alliance (DTSA) in order to access and contribute to school improvement across Central and West Devon.

### **Contacting Us**

As mentioned in the Introduction, you are always welcome to contact us. Adele Fulford is our School Business Manager and works alongside Rachael Moreton(administrator) in the school office which can be found inside the main entrance. They will often be the first point of contact, whether you drop-in in person or phone/email. If you have a specific query about your child's learning or social development, it's usually best to speak initially with their class teacher or teaching assistant. An appointment can usually be made by speaking directly with the member of staff concerned, or of course you can arrange this with Adele or Rachael in the Office. As Headteacher, I make myself available to parents and children as much as possible and you are welcome to contact me through either office should you wish to discuss any aspect of the federation.

### **Times of Sessions**

Morning session: 8.50am – 12.20pm

Afternoon session: 1:20pm – 3:20pm

In the interests of their safety, children are expected to arrive not more than fifteen minutes before the start of the school day and are also expected to stay in the playground until 8.50 a.m. when the weather permits. It is very important that your child is ready to begin the school day at 8.50 a.m. but should they be late, please ensure your child reports to Reception on arrival. They will need to sign in our late book and give a reason for their absence – this book is checked regularly by the Education Welfare Officer.

### **Safe Journeys to School**

Please remember that it's the parent's responsibility to get children to and from school safely each day. We expect Year 3 and 4 children to be accompanied to and from school by an adult until they are at the top end of Key Stage 2 (Year 5 and 6). Year 3 and 4 children are to be collected from the classroom door. Most families walk to school but some children ride bikes or come by car. If your child rides a bike to school they **must** wear a helmet. They may leave their bike in the bike rack on the playground but please ensure they have sufficient knowledge of the Highway Code before

setting out. Children in Years 5 and 6 are offered the chance to take part in Bikeability training each Spring and only the children who have completed this course should be allowed to ride to school unaccompanied. Please remember, that for the safety of others, they are not allowed to ride their bikes or scooters on the school site.

If you bring children by car please use the school entrance on Sandymere Road. This is the safest access to the school by car, as both Seaview Road and Jackets Lane have very limited parking and are extremely busy at the start and end of the school day. For safety reasons, you are asked not to bring cars into the school car park. However, if you are picking up an unwell child you may use the school car park as the Sandymere Road and Jackets Lane entrances are both locked during the school day.

### **Absence**

It is very important that your child attends school as often as possible. Low attendance has a marked effect on attainment, progress and also your child's happiness at school. Attendance that is below 90% is classed as 'Persistent Absenteeism' by the Government. We operate a same-day calling system whereby we check unexplained absences by text, then phone, on a daily basis. However, it is very helpful to us if you can inform us as soon as you know your child will be away from school. You can do this in person, by phone (01237 473569) or by email (admin@st-margarets-junior.devon.sch.uk).

The Government's guidelines have changed in relation to taking holidays during term time – these can no longer be authorised. Should your child need to take time out of school in term-time authorisation forms are available from the school office, although we ask parents to avoid this wherever possible. We are only able to authorise absence in exceptional circumstances and if your child's attendance rate is above 95%. Could we also ask that, whenever possible, medical and dental appointments are made after school or during the holidays. Should you require any further information our EWO (Educational Welfare Officer) can be contacted. See <https://new.devon.gov.uk/educationandfamilies/school-information/school-attendance> for details.

Overall attendance for 2017-18 was 97.2%.

### **Safeguarding**

At St Margaret's C of E Junior School we take all aspects of safeguarding your child seriously. All adults working in the school –whether in paid employment or as volunteers- must submit to a Disclosure and Barring Service check and undergo Safeguarding training. The school has a duty to pass information where there are child protection concerns. The school's Senior Designated Officer for Child Protection, Domestic Violence and Safeguarding is Mr Jim Williams and the Deputy Designated Officers are Mrs Zoe Davis (SENDCo), Miss Emma Lobbett (Assistant SENDCo), Mrs Adele Fulford (School Business Manager) and Mrs Amy Frost (Deputy Headteacher).

### **Medicines**

We are subject to strict regulations concerning medicines in school. We can only consider administering medicine to your child after you have been into school and signed a consent form. This medication has to be on a personal prescription for your child. Please ask at the office if you require further clarification. Please do not send your child to school with non-prescription items such as cough sweets – we are unable to administer these. Children with asthma, who require constant access to their inhalers, may keep them in their classroom. Parents/Carers will need to fill in an

asthma record card available from the office. The school also has an inhaler kit in case of emergencies.

## **Uniform**

### General

Wearing of school uniform and correct PE kit is a part of our home school agreement which all parents and children sign at the time of admission (A copy is provided in the back of this Prospectus). We believe that uniform makes a clear break between school time and home time, as well as fostering a community feel for all school members. Our school uniform is as follows:

- Royal blue sweatshirt/fleece (available from the school office)
- White polo shirt
- Black trousers, tailored shorts or skirt. (Blue check or striped dresses in warmer weather)
- Black shoes or (if your child prefers) black trainers.

Fleeces and sweatshirts are available from the School Office. Please can we remind you that it is essential to name all items of your child's school uniform as this ensures that missing items can be quickly returned to their owners.

Jewellery is certainly not practical, can be dangerous and only leads to heartache and wasted time when it is lost or damaged. Only small studs should be worn by children with pierced ears. This greatly reduces the danger of ears being torn or injured during organised games or boisterous play. Children are expected to be able to remove their own ear studs before PE – staff are unable to help with this. It is a good idea to supply your child with a small named bag or box to put their studs in until they get home when you can help them re-insert them.

### PE Clothing

PE kit must be in school at all times and should comprise:

A white t-shirt, black shorts and a change of socks and trainers. PE trainers do not have to be black. Black jogging trousers may be worn in colder weather. A suitable, named PE bag will make it easier for your child to store their kit in the cloakroom during the week.

Plimsolls are no longer recommended as they do not adequately support children's feet. However, for hygiene reasons, the trainers worn for PE must be different to those worn for the rest of the day.

Gymnastics and dance lessons take place in the hall and children will have bare feet for these activities.

## **School Meals**

Fresh Meals are available with vegetarian alternatives or jacket potatoes at a current cost of £2.20 per meal. Our school meals service is managed by the school so we can offer the best possible value and choice to families. We also cater for St George's Infants school. Each day there are three choices on the menu, plus a jacket potato option. The kitchen staff are also more than happy to cater for children with specific dietary needs. Please pop in and discuss any requirements with them. We strongly encourage all children to use the service. Children may bring a packed lunch instead but please ensure all containers are clearly marked with your child's name.

Lunch orders are taken daily by the class teacher – the menu can be found on the school website or a copy can be collected from the school office. Money for lunches is requested on Monday morning, in a named envelope please. If you wish to apply for children to have free school meals please contact Mrs Fulford or Mrs Chance in the School Office.

### Our Curriculum and Classroom Organisation

As a junior school St. Margaret’s only has Key Stage 2 children from Years 3, 4, 5 and 6.

The school is organised into nine classes, two for each year group (other than Year 4 where there are 3 classes). Each class is named after a school value, these were chosen by the children, staff, parents, governors and volunteers and reflect our distinctiveness as a Voluntary Aided (VA) Church of England School. The classes are as follows:

Year 3 Friendship Class and Trust Class

Year 4 Trinity Class, Hope Class and Thankfulness Class

Year 5 Forgiveness Class and Peace Class

Year 6 Compassion Class and Wisdom Class



The children learn in-line with the National Curriculum which is organised into nine subjects, plus Religious Education and French. We organise our curriculum under themes throughout the school in order to encourage breadth of thinking, cross-curricular links, creativity and an emphasis on achievement and independence. The curriculum is based on the acquisition of key skills through relevant and challenging learning activities.

The School has a 16-station computer suite plus 16 laptops, all using wireless technology to deliver high quality computing lessons within existing learning experiences to all children. We also have a range of peripherals, such as digital cameras, scanners and movie cameras to support children’s learning and computing skills across the curriculum. Full access to the Internet is available through the regional filtered service provider, the South West Grid for Learning (SWGfL). All classrooms are equipped with interactive whiteboards or Ben Q screens.

**Academic Achievements** Although the school is dedicated to providing a rich curriculum to develop all aspects of your child’s personality, we of course are committed to pursuing the very best academic achievement of which your child is capable. We are required by law to report on the academic success of the school based solely on end of key stage assessments rather than on day to day achievements. The attainment Levels of Pupils at the End of Key Stage 2 in 2018 were as follows (%):

LEVEL	A	Achieving Expected	Achieving above	Average Scaled score
Reading	0	61%	18%	101.9
Mathematics	0	63%	6%	101.6
Writing	0	76%	0%	



**Mr James Barnard (Trust)**

**Mr Matt Smith (Thankfulness)**

**Mrs Claire Parkhouse/Mrs S Fryers (Peace)**

**Mrs Liz Eggleton (Wisdom)**

**Miss Sarah Fancourt (Hope)**

**Mr Dan Ovey (Trinity)**

**Mrs Rachel Sykes (maternity cover) for Mrs Joanne Gado (Friendship)**

**Miss Nicola Barrett (Compassion)**

**PPA Teacher**

**Miss Catherine May**

**PPA Teacher**

**Mrs Laura Wallace**

**SENDCo**

**Mrs Zoe Davis**

**Assistant SENDCo**

**Ms Emma Lobbett**

#### **TEACHING ASSISTANTS**

**Mrs Sue Humphrey**

**Mrs Maxine Jackson**

**Miss Karen Taylor**

**Mrs Jacky Stephens**

**Mrs Lucy Harris**

**Ms Justine Doncaster**

**Mrs Michelle Curtis**

**Ms Pam Hicks**

**Mrs Sarah White**

**Miss Abigail Sargant**

**Miss Bethany Ashcroft**

**Mrs Corinne Williams**

**SCHOOL BUSINESS MANAGER**

**Mrs Adele Fulford**

**ADMINISTRATOR**

**Mrs Rachael Moreton**

**ICT TECHNICIAN****Miss Karen Taylor****MEALTIME ASSISTANTS****Mrs Annette Williams****Mr Dylan Harris****Ms Pam Hicks****Miss Karen Taylor****Mrs Michelle Collins****CARETAKER AND SITE MANAGER****Mr Dave Blackmore****CLEANERS****Mrs Sue Rose****Mrs Sue Tucker****CATERING****Mrs Kelly Turner (Kitchen Manager)****Mrs Maxine Shepherd****Mrs Michelle Collins****Mrs Andrea Wood****Reporting to Parents**

You will receive an Annual Report in the Summer Term which discusses your child's progress in all areas of learning with attainment levels in the Core subjects of English and Maths. There is also an opportunity to consult with the teacher after you receive the Report.

Each term, you will be invited to come to the school to meet the teachers and discuss your child's work. The school is proud of its close working relationship with its parents and should you wish to come in to discuss any aspect of your children's education with the head teacher or class teacher, you are very welcome to do so.

## Behaviour Policy

Our behaviour policy, underpinned by our Christian values, is applied across the school and wherever possible focuses on the celebration of achievement, rather than on poor behaviour.



Children are able to collect Family Group points which accumulate for their Family Group – leading to a celebration picnic for the winning team each half term. The Family Groups are named after the view from our school, an acknowledgment of the fantastic natural environment surrounding St Margaret's. The family groups are Instow, Appledore, Saunton, Braunton, Hartland, Lundy, Clovelly and Westward Ho! and provide a weekly opportunity for children across the school to work together as a team.

Head teacher and class teacher certificates are presented to children during our Celebration Worship time. There are also many opportunities when children can earn incidental recognition of their efforts, such as stickers, from any member of staff. We understand that making mistakes is part of learning, and children who misbehave will always be given opportunities to reflect on their actions and the effect their choices have had on others. However, we also recognise that sometimes a more stern approach is required and we have a school-wide range of sanctions, ranging from a warning to meetings with parents, the child and the Head teacher, to find a way forward. Ultimately, the final sanctions of fixed term exclusions and permanent exclusions may be applied, but the school has a good record of avoiding this wherever possible.

## Our School in the Community

We have a strong parents association to which all parents automatically belong. We are always glad to see new people who can come to committee meetings. The Parents Association, called Friends of Northam Schools (FONs) is not only a vital fund-raiser but also acts as an important forum for social occasions and the exchanging of ideas. Please ask at the School Office if you would like details of contacts.

## Voluntary Help

The school holds the core ideal that our relationship with parents is one of the most fundamental points in ensuring the best possible education for your child. With this in mind, all parents are always very welcome to come in and work with groups of children subject to satisfactory Disclosure and Barring Service (DBS) checks, where appropriate. Please contact any member of staff if you would like to offer help, either on a regular or occasional basis. You can be sure of a warm welcome!

## **Sex and Relationships Education**

The children receive Sex and Relationships Education during Year 5 and Year 6 and the School Nurse also works with Year 6 children, covering aspects of online safety as well. Other aspects of the Sex and Relationships curriculum such as health education feature throughout the rest of your child's learning at school.

Any parent who wishes to withdraw their child from learning about sexual development may do so and all parents are informed well in advance of any lessons.

## **Music Tuition**

The school offers a variety of opportunities for children to learn musical instruments on a private tuition basis. Lessons take place during class time. If you wish to take advantage of this opportunity for your child, please remember that they will miss some curriculum time in the classroom. However, the school does vary the timetable so that the musicians don't always miss the same lesson.

Tuition is currently available in flute, clarinet, keyboard, drums and guitar. The school can offer advice on hiring or purchasing instruments.

## **Keeping In Touch**

The School Website is frequently updated with news and information about St Margaret's C of E (VA) Junior School. All past Newsletters (the Northam Schools' Messenger) are posted on the website. The website address is [www.st-margarets-junior.devon.sch.uk](http://www.st-margarets-junior.devon.sch.uk)

We also post frequent messages via our Teachers2Parents texting system and special events, such as residential, are featured on our secure Twitter page, which parents can have directed to their mobile phones via an SMS message – see the website for details of how to do this.

# **TERM DATES – 2019-2020**

## **AUTUMN TERM 2019**

4<sup>th</sup> September 2019 – 20<sup>th</sup> December 2019

### **Half Term**

21<sup>st</sup> October 2019 – 25<sup>th</sup> October 2019

## **SPRING TERM 2020**

6<sup>th</sup> January 2020 – 27<sup>th</sup> March 2020

### **Half Term**

17<sup>th</sup> February 2020 – 21<sup>st</sup> February 2020

## **SUMMER TERM 2020**

14<sup>th</sup> April 2020 – 17<sup>th</sup> July 2020

### **Bank Holiday**

8<sup>th</sup> May 2020

### **Half Term**

25<sup>th</sup> May 2020 – 1<sup>st</sup> June 2020

### **Occasional Days**

22<sup>nd</sup> July 2020

23<sup>rd</sup> July 2020

### **Non Pupil (Training) Days**

2<sup>nd</sup> September 2019

3<sup>rd</sup> September 2019

1<sup>st</sup> June 2020

20<sup>th</sup> July 2020

21<sup>st</sup> July 2020

### **School Policies**

We have a wide range of school policies to provide guidance for governors, parents, staff and children which are reviewed on an annual cycle. Included below are some policy summaries that we felt might be of immediate interest. Full versions are available on the School Website.

#### **Home Learning Policy**

All children use our reading record books as a link between home and school reading practice. Wherever possible, children should read aloud to an adult every day, answering questions on the text or talking about the authors' ideas. Children also have home learning activities every week which they complete as required. Every child will bring home their Home Learning book with the tasks detailed inside. Completion of home learning tasks earns them Family Group points within our Behaviour Policy. Home Learning activities are often designed to be open ended and foster quality learning in partnership with parents and other family members, which can be fun and hopefully lead children to deepen their own study skills as they grow older.

#### **Assessment Policy**

At St Margaret's C of E (VA) Junior School, children are heavily involved in the process of their own learning, and this begins from an early age. This is supported by our 'Going for Gold' and 'Growing Green' marking system. The 'Gold' marking highlights where the children have been successful in their learning, the 'Growing Green' signposts areas for improvement. Children are always expected to respond to the marking in their books. Although much of the assessment and marking is undertaken by the teacher, children are frequently involved in formally marking their own work and are always expected to think about how well they have performed in a lesson. The school also makes use of peer-marking, where children have opportunities to evaluate other children's work within the class and think about what next learning steps might be for that child. A good balance of these strategies helps children, as well as their teachers, understand where they are on their learning journey, and what they need to do next in order to make progress.

It is neither be possible or realistic to mark every spelling and grammatical error. In both Writing books and through all aspects of topic work, teachers will try as far as possible to correct common spelling mistakes and teach patterns of spellings.

Staff complete assessments of every child at the end of each teaching sequence, focussing on progress and attainment for every child.

### **Charging Policy**

At St Margaret's C of E (VA) Junior School, all children have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education

With this in mind, we aim:

- to make school activities accessible to all children
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at best value
- to respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

The DfE in its 'Guidance to School Governors' states that 'Education provided during school hours must be free'. It goes on to advise that although schools cannot charge for school time activities (except private and/or peripatetic music tuition), they may still invite parents and others to make voluntary contributions. The essential point is that no child may be left out of a curriculum based activity because his or her parents/carers cannot or will not make a contribution of any kind. However, if sufficient funds to make the trip viable are not raised, the visit will be cancelled. The Governors have set this amount at 90% of the total cost.

### **Complaints Procedure**

Unfortunately, there may be times when you do not feel that the school has responded effectively to some of your concerns or questions. Where this is the case, we have a set complaints procedure to follow in order to protect both your interests and those of the school. The process is overseen by members of the Governing Body who will not, up to that point, have been involved in any dispute. We hope that as a partnership we will be able to resolve disagreements before they reach this point, but in case this is not possible, the full complaints procedure is available from the School Office or from a member of the Governing Body.

### **Extended School Provision**

Breakfast Club provision for the federation is available at St George's Infants School each morning. We also signpost childcare provision and offer a wide selection of clubs which are available to children across the school. These range from PE-based clubs such as football, tag rugby, and netball through to cooking clubs, gardening and singing. The clubs available vary from term to term, depending on take-up and availability of staff. More details can be found on the school website.

We also offer a wide range of extended provision within the curriculum, including the opportunity for your child to experience a residential visit in every year of their learning journey at St Margaret's. In the last academic year, Years 3 and 4 took part within a 3 day residential trip to the PGL centre at Beam House (Torrington). Year 5 enjoyed a city break to London and a number of Year 6 children enjoy a five-night stay at Adventure International, Bude taking part in a range of outdoor and adventurous activities. It must be noted that these trips are not guaranteed to run year on year as costs change and the residential trips are reliant upon the availability of staff to be away from their own families. They will be reviewed on an annual basis.

## **General Data Protection Regulations (GDPR)**

### **Our Privacy Notice: Pupil Information**

This privacy notice tells you what to expect when we collect personal information about our pupils.

#### **1. The information we collect about our pupils include:**

- personal information (such as name, unique pupil number and address)
- biometric information (such as facial images and fingerprints)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment information, including examination results
- relevant medical information, including allergies and medication
- special educational needs information
- exclusions and behavioural information
- financial information (such as eligibility to receive Bursary funding)
- learner information (for students enrolling for post 14 qualifications)

#### **2. We need to collect this information so we can:**

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with laws regarding data sharing
- communicate with our pupils and parents/carers
- provide catering and payment services  
provide library, ICT and information services
- process admissions
- maintain pupil records
- support behaviour management
- assess eligibility for bursaries and grants
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes
- respond to complaints, grievances and discipline investigations

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

#### **3. Record retention**

We have a record retention schedule which sets out how long we keep pupil information for. This is available on our website at <http://www.st-margarets-junior.devon.sch.uk/web>. To request a printed copy please email us [dplo@northamfederation.devon.sch.uk](mailto:dplo@northamfederation.devon.sch.uk)

#### **4. Our legal basis for processing personal information**

We will only process your information where we have a lawful reason to do so. In most cases, this will be where it is necessary for us to perform a task in the public interest or exercise our official duties. There may be other times when we need to collect, share or use 'special' data (eg health or biometric data (photographs and fingerprints) about you, in which case we may do so where we are performing our official duties and:

- we have your explicit consent; or
- it is necessary for social protection purposes (eg safeguarding of individuals at risk; protection from unlawful acts; prevention against fraud); or
- we need to comply with a legal obligation under an Act of law (eg The Education Act 1996; Children Act 2004)

#### **5. Who we share personal information with**

We do not share our pupil information with anyone unless we have consent or the law or our policies allow us to do so. We regularly share our information with the following, so we can carry out our official duties as a school:

- the Department for Education (DfE)
- our local authority
- school nursing team
- schools that the pupil attends after leaving us
- examination Boards and moderators
- national Health Service (NHS)
- catering and trip payment service providers
- student and parent communication service providers
- student learning service providers
- youth support services and careers advisors
- IT service providers to enable pupil access to learning services

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection and sharing requirements placed on us by the DfE (eg in relation to the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE visit: <https://www.gov.uk/contact-dfe>

### **Privacy Notice – Additional information for children in need and looked-after children**

In addition to the details set out in this privacy notice, this section explains how we use information relating to children in need and looked-after children.

The categories of children in need and looked-after children information that we collect, hold and share include:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

#### **Why we collect and use this information**

- to support these children and monitor their progress
- to provide them with pastoral care
- to assess the quality of our services
- to evaluate and improve our policies on children's social care

#### **The lawful basis on which we use this information**

We will process this information where one or more of the following applies:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (ie the school)
- consent has been obtained from the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

#### **Collecting this information**

- Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

#### **Storing this information**

- We hold pupil information in line with our record retention schedule

#### **Who we share this information with**

- Department for Education (DfE)

- Local Authority
- NHS

### Why we share this information

- We share children in need and looked-after children's data with the Department for Education on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.
- We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.
- Data collection requirements
- To find out more about the data collection requirements placed on us by the DfE go to:  
Children looked after: <https://www.gov.uk/guidance/children-looked-after-return> - Children in need: <https://www.gov.uk/guidance/children-in-need-census>.

### 6. Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please write to us at [dplo@northamfederation.devon.sch.uk](mailto:dplo@northamfederation.devon.sch.uk) Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the General Data Protection Regulations

If you would like to exercise any of these rights, please write to us at;  
[dplo@northamfederation.devon.sch.uk](mailto:dplo@northamfederation.devon.sch.uk)

## Contact Us

If you would like to discuss anything in this privacy notice, or if you have concerns about the way we are collecting or using your personal data please contact our Data Protection Officer, Amber Badley at [dpolo@northamfederation.devon.sch.uk](mailto:dpolo@northamfederation.devon.sch.uk)

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

## Further information

Our Data Protection Officer is an external consultant from Firebird Data Protection Consultancy Limited (Firebird), who performs this role under a service contract through Babcock Learning Development Partnership (Babcock LDP).

For information about how Firebird handles personal information, please visit their website at [www.firebirdltd.co.uk](http://www.firebirdltd.co.uk) For information about how Babcock LDP handles personal information, please visit their website at [www.babcock-education.com](http://www.babcock-education.com)

## Admissions Policy

A copy of the school's Admissions Policy can be found on our school website <http://www.st-margarets-junior.devon.sch.uk/web>

Thank you for taking the time to read this Prospectus. If there is anything you would like to see included which is not in the document, or have any further questions, please don't hesitate to get in touch.

**On the following pages are copies of important documents we need back, signed by you, before your child begins school with us.**

**This includes the Home-School Agreement and Library contract.**

**Please could you sign these and return to school as soon as possible.**

Many thanks,

Jim Williams – Executive Headteacher



## **First Aid, Internet Use, Photography and Medical Information.**

### **First Aid**

The School will inform you if your child has had cause to receive first aid treatment during the day. Minor bumps may not be reported if they do not require specific treatment. We always inform you in writing if your child has had a head-bump during the day, whether treatment has been given or not. Please sign your consent to the School and other agencies administering first aid to your child, including the use of plasters and antiseptics.

### **Use of the Internet**

Our school connects to the Internet via the regional educational Internet Service Provider, the South West Grid for Learning (SWGfL). The service provided ensures full and robust filtering controls which prevents nearly all undesirable images and text, and all chat rooms. The SWGfL also provides our email system, which children will have access to from Year 3. Again, all emails are monitored and filtered for undesirable content. St Margaret's C of E Junior School also has a website ([www.st-margarets-junior.devon.sch.uk](http://www.st-margarets-junior.devon.sch.uk)) on which we publish details of activities. Nearly all images are general ones and do not require your permission, but occasionally we will wish to celebrate your child's individual or group achievements with a photo or description on the Website. Please give your permission below for such eventualities. Please note, however, that we never publish full names of children for any reason.

### **Photography**

We may wish to photograph your child from time to time. Photographs will be used for portfolios of work, displays within the school and local community and press and to support individual children's work.

### **Medical Information**

It is essential that the medical information we hold for your child is up to date. Please ensure that any changes are reported to the School Office in order that our records can be updated.

## LIBRARY CONSENT FORM

Dear Parents,

In their first few weeks with us your child will be introduced to our Library system. At St. Margaret's School children have the opportunity of borrowing from a large range of fiction and non-fiction books.

We have a computerised system of tracking books using bar codes, which operates in a similar way to the public library.

The children will use their own bar-coded library ticket to take out and return their own reading book. The system allows us to track your child's borrowing record and makes borrowing and returning books more exciting for them.

As a result of using this system the school is also able to safeguard the new books bought for the library. We spend a significant amount of money in updating the selection available and obviously wish to protect this investment.

I am therefore writing to you to agree to our Library borrowing policy.

- Your child will be responsible for their book from the moment it is issued until they return it on the computer system.
- That you as parents/guardians will be liable for the replacement cost of any book which is lost or damaged beyond repair. This cost is individually logged on the system for every book in the library.

Your child will need to either change or re-issue their books within two weeks. After that time they are likely to receive a 'book overdue' letter. The book can be re-issued if it is still being read, or returned. Failure to do so will eventually result in a bill being issued. Whilst a book is missing and not paid for your child will not be able to borrow another book from the library. As reading regularly is very important for children to develop good reading skills we ask that bills are paid promptly. If a missing book is found we will of course refund any monies paid.

Tickets are ready for issue to your child when they start school but we do not wish to issue a ticket until we have your agreement to our policy. Could I please ask that you sign and return the slip below to the school office so that your child can join our library as soon as possible.

Thank you for your support.

Jim Williams

Executive Headteacher

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### **Library Book Loan Charges**

Name of child..... Class.....

I agree that my child will be responsible for their library book whilst it is issued on their ticket

I agree to pay the replacement cost of the book should it be lost or damaged beyond repair.

Signed.....Parent/Guardian      Date.....



## Home – School Agreement

### As a Parent or Carer you agree to:

Ensure your child's attendance is as full as possible and that your child arrives in plenty of time each day.

Inform the school if your child is absent for any reason on the day of the first absence.

Support the school's behaviour policy.

Ensure that your child wears school uniform and has appropriate P.E. kit.

Support your child in home learning and attend parents' evenings.

Contact the school as soon as possible, to inform staff of any concerns or problems that may affect your child's work or behaviour.

Make themselves aware of the opportunities available to their child and encourage them to take a full part in school life.

### As a school we agree to:

Provide a challenging, relevant and responsive curriculum to encourage all learners to reach their full potential.

Set, monitor and assess work, including home learning, in line with National Curriculum requirements.

Contact parents as soon as possible if any problems arise which might affect your child's work, behaviour or well-being.

Be available to help parents with any concerns you may have about your child's work, behaviour or well-being.

Keep parents informed about school life and your child's progress via annual reports, parents' evenings, parent's forum and letters home, including weekly newsletters.

### As a child you agree to:

Attend school regularly and on time

Wear school uniform

Bring the correct equipment to school for each day

Make every effort with class work, home learning and good behaviour

Be polite and helpful to other children, all members of staff and members of the public you might come into contact with

Signed \_\_\_\_\_ Parent

Signed \_\_\_\_\_ Child

Signed:

A handwritten signature in black ink, appearing to read 'S. Swettenham', is written over a faint dotted line.

Headteacher

Please return this Agreement to school as soon as possible. Thank you.