John Donne Primary School
Prospectus 2017-2018








Communitas
Education Trust

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Welcome from the Co-Headteachers

We welcome new parents and children to our school and hope you will enjoy your years as part of this school community.

The school prospectus contains much of the key information that you will want to know about the school and we hope that you will find it useful.

John Donne School is a place where we expect and encourage all pupils to thrive educationally, socially and emotionally.

Please contact the school if there is anything else you need to know or wish to discuss. We are always ready to meet with parents or carers. A telephone call to the office is the best way to arrange an appointment.



Jo Rooney



Nick Tildesley

The School Vision and Ethos

Our 'Vision Statement' has been agreed by the Governing Body and represents a picture of how the school will develop and grow in future years. These aspirations are shared with our key stakeholders and are reviewed regularly to ensure that this vision for the future reflects the ever-changing world of education, the needs of our pupils and their families and the communities we serve.

John Donne Primary School will:

- Become a Centre of Excellence.
- Develop as a local 'Hub' that provides a range of extended and complimentary services to include health, art and culture;
- Further extend its links and reputation locally, nationally and internationally as part of a network that shares and supports effective practice;
- Develop as a 'training centre' in order to provide a range of educational training facilities;
- Be developed as an 'environmentally friendly' enterprise and promote sustainability in all its work.

Our vision is that John Donne Primary School will act as a positive catalyst for change and improvement, working with all its partners.

The aims of our school

The aims of our school are to enable all pupils:

- To improve on their previous best.
- To be happy in school and to find pleasure in learning.
- To live in an ethos of fairness, honesty and mutual respect among all members of the school community.
- To develop self-discipline and a positive self image.
- To be prepared for the next stage in their academic career and for life.

Our Golden Rules

We are gentle – we don't hurt others
We are kind and helpful – we don't hurt anyone's feelings
We listen – we don't interrupt
We are honest - we don't cover up the truth
We work hard – we don't waste our own or other's timeWe look after property – we don't waste or damage things

School Organisation

John Donne is an independent academy school, which is based in Southwark. The admitting body is the academy trust.

John Donne Primary School
Woods Road
Peckham
London, SE15 2SW

Telephone: 0207 639 0594
Email: office@jdacademy.org.uk
(Further information can also be found at www.jdacademy.org.uk)

We are accessible by train from London Bridge/ Victoria via Queens Road Peckham B.R. Station and by several bus routes including routes 35, 36, 171, 37, 63 and 12.

The school is a two form entry Primary School, which can take up to 60 children in each year group except Nursery where we have 45 full time places. We currently also have two 'bulge' years in year 3 and 4.

We have 4 classes in Key Stage 1, which covers children aged 5-7.
We have 10 classes in Key Stage 2, which covers children aged 7-11.







Key Information

Times

School starts at 8:50am. The school gates open at 8.45am and all children go straight to their classes.

School ends at 3:15pm - it is vital that parents and carers are on time to collect their children.

Uniform

Our school uniform is as follows:

- Navy blue jumper or cardigan with the school logo printed on it (Available from APT Clothing, Rye Lane, Peckham, SE15 or online at www.yourschooluniform.com).
- Plain white polo shirt.
- Navy or black trousers, shirt or dress.
- Black shoes.

For PE, children are expected to wear logo-free sportswear and trainers. In the winter children are allowed to wear logo-free tracksuits.

All new starters at John Donne will receive a free book bag which needs to be bought into school every day. If the book bag is lost it will need to be replaced for a small charge.

School Lunches

At John Donne we have an in-house catering team that cook fresh, healthy meals for the whole school on a daily basis. All our food is halal and is suitable for most dietary requirements, including vegetarian options. Fresh fruit and a salad bar is available each day.

We like to encourage all children to have our school dinners, but if you prefer to provide a packed lunch for your child we ask that it follows the healthy packed lunch guidelines. For more information on this please see our school website: www.jdacademy.org.uk

Nursery

Nursery school dinners cost £1.50 per day or £7.50 per week. If you are entitled to free school meals because your household earnings are below the threshold you will get a free meal – please see the school office for more information.

Year 3 to Year 6

Children get Local Authority funded Healthy Free School Meal so there is no cost to parents or carers.

Reception to Year 2

Children get funded by the government universal infant free school meals, so there is no cost to parents.

Charging Policy

Generally the only charge for parents or carers is for additional activities such as music tuition or school journey (usually up to 4 night's duration). These charges will be discussed with you as and when the activity is offered.

We do ask for voluntary contributions towards the cost of educational trips and visits, again you will be informed as and when these arise.

Clubs and additional provisions

Extracurricular activities

We provide a variety of free, after school, extracurricular activities such as sports clubs, arts and crafts, language classes, ICT Coding club and drama club. Each term the children that attended are changed to allow all children to take part throughout the year.

Breakfast Club

Our Breakfast Club is run by school staff from 7:45am until 8:45am. Breakfast consists of a selection of healthy cereals, bagels and fruit juice. After eating, children have a selection of activities that cover all the different areas of play.

Breakfast club costs £2.00 per session per child.

Topmark After School Club

Topmark after school club is run as an external activity club. Every day the children are offered different activities like gymnastics, dance, arts and crafts, cooking and multisport. These are not compulsory for the children, they can just enjoy free play if they wish. The goal of the club is to offer a fun and safe environment for the children to enjoy and give them an opportunity to try new sports and activities which they will enjoy.

The After School Club runs from 3:15pm until 6:00pm, it costs £8.00 per child per session. There are limited spaces in the club so if you would like your child to attend please contact **Mark Hyland to check availability on 0774 869 6099.**

Homework (Independent Learning)

Many parents value homework as a way of keeping in touch with what is happening in school. We call homework, `Independent Learning' and offer a menu of activities that could be completed at times to suit families and also link with the topics that are being taught at school.

Children are given a 'scrap book' and information about the topic they are studying for the rest of this term. We will also send home suggestions for activities that children could undertake which will extend their learning and give you as parents the opportunity to support some research or activity at home which can be brought in to school at the end of the term. These activities will cover mathematics, writing and investigation and give children the chance to apply the knowledge they are learning at school. The 'scrap books' will be brought to school regularly so that the teacher can see how the children are getting on and if there is any help that may be needed. At the end of each topic, we will have a celebration of their work. We want this to be an enjoyable activity.

Alongside this Independent Learning, we would also ask that children read every night and practice their times tables regularly.

The year 6 pupils will have a slightly different arrangement as they are preparing for the end-of-year tests- but this will change after their SATs in May.

Attendance and punctuality

At John Donne School we are committed to ensuring that both attendance and punctuality are given a high priority in the life and ethos of our school. To do this we need the support of our families. The school day starts at 8:50 a.m. Children are expected to be ready to enter school at 8.45am when the gates open. Children arriving at school after the close of the register will need to enter school through the office and inform office staff of their arrival, who will record the lateness. If a child arrives late after 9.30a.m, it will be recorded as a late absence and counted as an unauthorised absence if no prior notice was given. The child's name will be recorded in the late book to comply with fire regulations.

If your child is going to be absent from school due to sickness, we would appreciate either a call from you on the first morning of absence, a message on school voicemail or you can contact the school in person. Our school office opens at 7:45a.m daily. To prevent the spread of infection amongst school children, we would be grateful if children could be kept at home for 24hrs after any episode of vomiting or diarrhoea.

We aim to reward excellent attendance and punctuality through praise and recognition for children who have consistently good records in either area. During assembly every Monday classes are awarded rosettes for excellent punctuality and a cup is presented to the class with the highest attendance for the week before. Children who achieve 100% attendance at the end of the school year are presented with a 100% attendance badge in assembly.

Curriculum

The school curriculum comprises all the learning and other experiences that a school offers its pupils.

The curriculum offered by John Donne will promote:

- The highest standards of achievement by all pupils, regardless of ability, ethnic origin, gender or social background;

- Pupils' spiritual, moral, social and cultural development, preparing them for life as effective citizens, able to respond positively to the opportunities and challenges of a rapidly changing world;

- A commitment to lifelong learning.

In order to achieve these aims, schools should work in collaboration with pupils, parents and the community to provide a curriculum which:

- is sufficiently broad, balanced and flexible to develop pupils' knowledge, skills and understanding through learning programmes and experiences appropriate to their ages and abilities, regardless of their gender, ethnic or social background and taking account of any talents and special educational needs;

- provides children in the Foundation Stage (ages 3 –5) with a wide range of planned activities and experiences which help them to develop and make progress towards meeting the Early Learning Goals;

- satisfies the requirements of legislation relating to the National Curriculum and religious education (RE), ensuring that sufficient time is allowed for all aspects of the curriculum and the development of essential skills especially literacy, numeracy, computing and science;

- engages learners and provides for continuity of experiences and progression within, between and beyond the key stages and promotes lifelong learning;

- promotes pupils' self-esteem, self-knowledge and self-confidence and challenges them to achieve the highest standards, taking account of ability and aptitude;

- offers opportunities to assess the progress and attainment of each pupil to determine whether learning objectives and any agreed targets have been achieved and what should be the next steps in learning;

- includes a means of recording the progress and attainment of each pupil and reporting these to parents and pupils, and informing parents and the community about the achievements of schools;

- prepares pupils for the responsibilities and opportunities that arise throughout life in a democratic, multicultural and technological society, including tolerance and harmony between different cultural traditions;

- extends knowledge, experience, imagination and understanding in ways which develop creative, critical and analytical capabilities combined with an awareness of moral values and a capacity for the enjoyment of learning;

- develops positive attitudes and qualities through spiritual awareness and aesthetic appreciation;

- fosters respect for the environment and an understanding of the ways in which human activity can affect the local, regional, national and global environment;

- encourages children to accept responsibility for their behaviour, show initiative and understand how they can contribute positively to the lives of others;

- promotes equality of opportunity, develops understanding of and respect for the rights and views of others and emphasizes the value of personal relationships based on mutual respect;

- promotes the importance of healthy living;

- works in partnership with the family, the business community and society at large, leading to an appreciation of the value of co-operative sustainable development and the rights and responsibilities of being a citizen;

- prepares pupils for the next stage of learning;

- promotes pupils' understanding of their roles as members of the school, local, national and international communities;

- develops a deep understanding of what is right and what is wrong, and a respect of the civil and criminal laws of England;

- enable pupils to acquire a broad general knowledge of and respect for public instructions and services in England.

Phonics and Reading:

We have devised our own programme to teach Phonics based on `Letters and Sounds`. The approach helps pupils link practical learning with the theory of phonics:

http://www.theguardian.com/teacher-network/teacher-blog/2013/jul/05/teaching-phonics-reading-writing

Sex Education

Elements of our Sex Education are taught in Science and PSHE lessons. A specific programme for Sex Education is delivered to children from Reception to Year 6. Parents and carers are invited to an information meeting to discuss the Sex Education policy and have the right to withdraw their child from PHSE element of these lessons if they wish to do so.

Religious Education and Assemblies

The religious beliefs of all members of our school community are valued and respected. We teach RE according to the Southwark agreed syllabus.

Assemblies, although broadly Christian in nature as required by law, also reflect the range of beliefs in our school and celebrate major festivals and important dates. We also celebrate the successes and achievements of our children. Parents have the right to withdraw their children from RE/ Assemblies. Please let the school know in writing if you wish to exercise this right.

Special Educational Needs and Inclusion

If you think your child has Special Education Needs, you need to let us know when you enroll them.

We fully implement the SEN code of Practice that sets out how the needs of most children should be met in inclusive mainstream settings.

The school's policy on supporting children with special needs is available from the school.

There is provision of information for pupils with a disability – this is currently provided by offering one-to-one explanations to pupils and their parents. If necessary, information can be made available in a range of formats.

The school makes full use of the skills of support teachers who work with pupils and families who have English as an additional language. If necessary, meetings can be arranged to ensure that they have access to information to enable the pupil to participate fully in the life of the school.



John Donne Primary School is part of Communitas Education Trust. The Trust was set up by the governors of John Donne Primary School to enable the development of a group of schools in Southwark and surrounding areas. The shared vision of any school in the trust focuses on acting as a positive catalyst for improvement and opportunity within our community of schools.

Values

- Highly pastoral
- Working in partnership with each other as equals
- Working as servants to the community
- Highly ethical in practice
- Demonstrating integrity in relationships and roles
- Developing a global view for all members
- Showing care for each individual member

Communitas Education Trust

Mission

- To provide schools of the very highest quality
- To provide an impeccable level of service from and to the Trust and to our school community
- To provide an engaging and stimulating curriculum which enables pupils to learn and achieve the highest standards with enjoyment
- To demonstrate distinctive characteristics of care and support in our schools
- To promote and encourage personal and professional leadership and management at all levels
- To centralise systems to provide a consistent and effective service to the community
- To establish a culture of fun and enjoyment across the Trust and in our schools

Educational approach

1. **Our Community**
   Serving our local community is a core feature of our vision. We plan to work collaboratively and build strong working relationships locally, nationally and internationally with other schools, Southwark Local Authority, Southwark Teaching Schools' Alliance, local nursery provision and Goldsmiths College.

2. **Children's Experiences**
   We envisage that Communitas Education Trust will significantly improve our pupils' life chances. Children will receive outstanding teaching across a range of subjects in a broad and balanced curriculum. Children will leave our schools having achieved well and been prepared for the next stage of their education.

3. **Exciting and Creative Pedagogy**
   Our experience and the growing body of educational research evidence enable us to understand clearly that our pupils learn most effectively when they are:

   - *Actively engaged with their learning.*
   - *Given sufficient time to address their emotional and social needs.*
   - *Receive clear structures which set out ways to learn effectively.*
   - *Exposed to a curriculum which is relevant to the pupils everyday lives, is thematic in its approaches and demonstrates clear connections between literacy, numeracy and other curriculum areas.*

For more information please visit the Trust website www.communitaseducation.co.uk