



# John Donne Primary School Parent Handbook



**Welcome**

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

John Donne is an exciting, creative and dynamic school where our focus is to give all children every opportunity to become successful, confident, curious and happy learners who will become future leaders and innovators.

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

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  
Headteacher

# Our School's Vision, Mission and Values

Our vision, values and mission have been agreed by the Governing Body and drive all that we do at John Donne.

## Our Vision

To be happy, curious and successful members of our local and global communities, we know that the children of John Donne will need to not only achieve highly in reading, writing and mathematics but also thrive in creativity, the arts, their passions and beyond. Our aim is that every child leaves John Donne with a strong sense of self and of what makes them special.

## Our Mission

Our mission is for all members of our school community:

- To improve on our 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 our academic career and for life.

## Our Values

Our core values guide all that we do at John Donne for children and for our staff. They express how we work together to make sure we all achieve our very best both academically and personally. They are:

- Kindness
- Respect
- Resilience
- Community
- Collaboration
- Aspiration

# Key Information

## The School Day

The school day begins at 8:40am and all children go straight to their classes. The school day 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 A P T Clothing, 26A Rye Lane, Peckham, SE15 5BS or online at [www.yourschooluniform.com](http://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.

All new starters at John Donne will receive a free backpack which needs to be brought into school every day. If the backpack is lost, it will need to be replaced by purchasing it online at [www.yourschooluniform.com](http://www.yourschooluniform.com).

## 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.

Our school meals are fully funded, which means there is no cost to parents:

- Nursery children receive Local Authority funded Free Healthy School Meals
- Reception to Year 2 children receive government funded Universal Infant Free School Meals
- Year 3 to Year 6 children receive Local Authority funded Free Healthy School Meals

We ask that all children bring in a named water bottle that they will drink from in the classroom, at playtimes and during lunch.

We 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 on our website.

To see our menus and to find guidance about packed lunches, please visit:

[www.johndonne.southwark.sch.uk/parents-and-carers/school-meals](http://www.johndonne.southwark.sch.uk/parents-and-carers/school-meals)

## **Attendance and Punctuality**

At John Donne 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. Children are expected to be ready to enter school at 8:40am when the gates open, and then they will be registered in their classrooms.

Children arriving at school after the close of the register will need to enter school through the office to inform a member of Staff of their arrival, who will record the lateness. If a child arrives after 9:00am, they will be marked as late.

If your child is going to be absent from school due to sickness; we would appreciate a call from you on the first morning of absence. Please leave a message on the school's voicemail or you can contact the school in person. Our School Office opens at 8:00am daily. To prevent the spread of infection amongst children, we would be grateful if they could be kept at home for 48 hours after any episode of vomiting or diarrhea.

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.

## **Clubs and Wraparound Care Provision**

### **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 who attended are changed to allow all children to take part throughout the year.

### **Breakfast club**

The breakfast club is run by Ultimate Sports LTD and runs from 7:45am to 8:45am daily in the lower hall for children from Reception to Year 6.

Children come through the side gate next the school office and into the school hall, where they will be able to choose from a breakfast of: a variety cereals, bagels and bread (butter and jam is always available) and milk or juice (orange or apple) and fresh fruit. Breakfast is provided

between 7:45am and 8:20am, and children must arrive between 7:45am and 8:00am to be served breakfast. From 8:30 to 8:45, children are provided with both indoor and outdoor activities.

Children are supervised by school Ultimate Sport Ltd during Breakfast Club. Whilst attending Breakfast Club, normal school rules apply and children will be expected to follow them.

We ask parents to complete a food allergies form when children first join and we also ask that parents commit to set days each week.

### **Ultimate Sport Club (USC) After School Club**

USC After School Club runs from 3:15pm until 6:00pm for children in Reception to Year 6. The children participate in a variety of fun and engaging activities such as sports, arts and crafts, team-building exercises, homework assistance, gymnastics, dance, cooking, and multi-sport, designed to foster a well-rounded and enjoyable experience promoting creativity, physical activity, and learning. 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.

### **Charges and How To Enrol**

-The Breakfast Club costs £3 per child per day.

-Afterschool Club costs of £10 per child per day, with a triple sibling discount rate of £7.50 for the youngest sibling.

To enrol your child/ren in the Breakfast and /or Afterschool Club, Parents are required to complete a registration form, the form requires basic details such as your child's name, age, emergency contact information, and any medical conditions.

This is available at the school office or can be requested via email from Ciara, the Business Manager at Ultimate Sports. [info@ultimatesportsclub.co.uk](mailto:info@ultimatesportsclub.co.uk) or call 07463978692.

### **Charging Policy**

Generally, the only charge for parents or carers is for additional activities such as music tuition or school journey (usually up to 5 nights). 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.

## Admissions policy

If your child is in our Nursery and you would like to apply for them to join us in Reception, please see the Admissions page on our website for details of how to apply for a place:

<https://www.iohndonne.southwark.sch.uk/parents-and-carers/admissions>

## Our Curriculum

Our broad and aspirational curriculum is designed to support our children to achieve well academically as well as building the skills that will empower them spiritually, morally, socially and culturally to respond to a rapidly changing world.

Our curriculum approach enables children to become leaders of their own learning, active in their communities, and values educating the whole child, so they can live well in order to learn well.

Our curriculum is:

- Strengthening - our focus on personal and social skills and celebrating individuality builds every child's self-belief and confidence.
- Skills-focused - it gives our children skills for jobs of the future including initiative, resilience, collaboration, creativity, problem solving and independence.
- Adaptive and responsive - to the interests and passions of the children, and to issues affecting our children's lives.
- Aspirational and inspirational - it inspires curiosity, challenges them, and shows our children the range of opportunities available to them in their future lives.
- Community building - it builds a sense of the class and school community, forming strong relationships so that we can achieve and have fun together. It also values building links with our wider community.
- Empowering - it gives our children leadership opportunities and a sense of assertiveness that they can change the world around them for the better.
- Reflective - it gives our children chances to learn by making mistakes and taking risks, and teaches them the value of reflecting on the progress they have made.

We follow a Project Based Learning approach for our curriculum and each half term, you children's class teachers will share their plans for the project with you. Please visit our website

for the long-term curriculum overviews for each year group: [John Donne Primary School - Curriculum](#)

## **Independent Learning (Homework)**

Many parents value homework as a way of keeping in touch with what is happening in school. We give our children an 'Independent Learning' book and information about the project they are studying in school. We send home suggestions for enjoyable activities which will extend children's learning and give you, as parents and carers, the opportunity to support your child's independent learning at home. These activities will cover mathematics, writing and investigation and give children the chance to apply the knowledge they are learning at school.

The 'Independent Learning' book 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 project, we have a celebration of their work.

Alongside children's Independent Learning projects, we also ask that children read every night for 20 minutes and practice their times tables regularly at home.

## **Phonics and Early Reading**

At John Donne, we believe that all our children can become fluent readers and writers. This is why we teach reading through Little Wandle Letters and Sounds Revised, which is a systematic and synthetic phonics programme. We start teaching phonics in Nursery/Reception and follow the Little Wandle Letters and Sounds Revised progression, which ensures children build on their growing knowledge of the alphabetic code, mastering phonics to read and spell as they move through the school.

You can see progression of our phonics programme here:

<https://drive.google.com/file/d/1DZY8HxV4fTGVWDGcQ6x33Ym58IF-6NOW/view?usp=sharing>

## **Home Reading**

Each child will have a decodable reading practice book that is taken home each week to ensure success is shared with the family. Children should be able to read this with confidence. We also send home a 'bedtime story' for parents to share and read to children. We ask parents to read with their child for 10-20 minutes each day.

We use the Little Wandle Letters and Sounds Revised parents' resources to engage our families and share information about phonics, the benefits of sharing books, how children learn to blend and other aspects of our provision, both online and through workshops.

<https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/>

## **Relationship and Sex Education**

Elements of our Relationship and Sex Education (RSE) curriculum are taught in Science and in Personal Social Health and Education (PSHE) lessons. A specific programme for RSE is delivered to children from Reception to Year 6, and we share details of this in a letter to parents and carers before it is taught in school. In the letter, parents and carers are invited to contact the school to discuss the RSE policy.

## **Religious Education and Assemblies**

The religious beliefs of all members of our school community are valued and respected. We teach Religious Education (RE) using a scheme that has been developed locally and tailored to reflect our community, as well as introducing the children to other major faiths.

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 Educational Needs is available on our website:

<https://www.johndonne.southwark.sch.uk/our-learning/send-and-inclusion.>

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.