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*Acting Headteacher Fiona Marks*

*Dear Parents,*

*May we take this opportunity to welcome all our new children and their families to Portway Junior School. We hope that this prospectus will provide all the information you need and also give you a flavour of the school and what we are trying to achieve.*

*Portway is a happy, caring and forward looking school. We believe that for children to achieve their potential there has to be a safe and welcoming atmosphere in the school, where every child is valued.*

*We aim high and want every child to have the opportunity to excel, whether in academic subjects or sport, art, drama or music. There are many opportunities to enrich the curriculum in lesson time and in extra-curricular activities. We would like the children to be well rounded individuals when they leave Portway Junior School, ready to continue their education, having become keen and independent learners.*

*The partnership between school and parents is very important and we encourage you to be fully involved in your child's learning. We hope that your association with Portway is both enjoyable and rewarding.*

*Yours sincerely*



*Mrs F Marks  
Headteacher*

*Mrs Claire Brown  
Chair of Governors*

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# Our Vision

## Portway Junior School

**We aim high and do our best – We never stop learning.**

**Let's Value Everyone**

**Let's Learn Together**

**Let's Aim High**



**Let's Prepare for the Future**

**Let's Welcome All**

**Let's Value Everyone** - In school we respect everyone, we celebrate all achievements and develop everyone's skills and talents.

**Let's Learn Together** – We are the Portway team. We will all work hard, never give up and do our best so we can enjoy exciting challenges in our learning and make the most of our potential.

**Let's Aim High** – We will all set our sights high to achieve the best we can in everything we do.

**Let's Prepare for the Future Together** – We will be Portway Sports. We are ready for a challenge and we will aim to lead responsible, healthy lives and make a positive contribution to society showing co-operation, respect, tolerance and care.

**Let's Welcome All** – We will work with parents, governors, the community, other schools and visitors to achieve our vision.

### Our Mission Statement

Portway Junior School is a place where every child is valued and as a school we aim to help every child develop their potential academically, physically, socially and spiritually. Respect is an important part of valuing one another and we place great emphasis on high standards of behaviour and on treating one another with care and consideration. We recognise the importance of working as a team, children and adults, and of being a learning community - a place where we learn sometimes as a group and sometimes independently. An important aspect of learning together is evaluating what we do and aiming to improve and develop, applying and adapting ideas to suit the needs of our school. By aiming high we endeavour to enable all to reach their potential by providing an exciting learning experience and encouraging a thirst for knowledge. All of this helps the pupils to leave Portway well equipped to continue learning and to play an important part in the society in which they live, caring for the environment in which they live too. To achieve our vision we recognise and value the role of the whole school community.

# Introduction

Portway Junior School was established in 1947. The original school buildings were demolished in the summer of 1995 and the new building opened in 1996. Since 2000 six new classrooms have been added to cope with the demand for places at this popular school.

We are proud to be a forward looking school and one that aims high in all areas. We have achieved the Activemark, Basic Skills Mark 3, Artsmark Gold award, the Health Promoting Schools award and the Bronze Geography Quality Mark Award. The latest Ofsted report, January 2013, says that Portway Juniors is a good school.

A copy of the Ofsted report is on the school website. Our website was launched in the Autumn 2005. Do have a look – [www.portwayjunior.com](http://www.portwayjunior.com)

The size of the school is currently 327. Pupils enter the school at the age of 7 and the majority of the children come from the Allestree area. General direction of the school rests with the governing body to whom the Head and Staff are responsible. There are close links with the local community groups and places of worship. We also have good links with our neighbours, Portway Infant School and with Allestree Woodlands and Ecclesbourne secondary schools – the schools to which most of our pupils transfer

## School Staff

### Acting Headteacher

Mrs F Marks (SENCO) September to December 2016 reverting to Deputy Head January 2016

### Headteacher

Mrs K Puszczynska (From January 2016)

### Acting Deputy Head

Mrs A Gordon September to December 2016 reverting to Assistant Head January 2016

### Teachers

Miss J Barnett  
Miss C Beecroft  
Mr I Bly  
Miss C Briggs  
Miss D Challender  
Miss K Eade  
Miss E Gulliver  
Mrs A Hadfield  
Mrs K Hindmarch  
Mrs J Mason  
Mr M Proud  
Mrs M Simon  
Mrs S Waller  
Miss E Wilkinson  
Mr J Youngs

### Support Staff

Mrs S Whitehead (Bursar)  
Mrs V Holt (School Administrator)

Mrs E Wolley (School Administrator)

Mrs K O'Farrell (Learning Mentor)\*

Mrs S Boden (Teaching Assistant)\*

Mrs J Clarke (Teaching Assistant)\*

Miss S Fearn (Teaching Assistant)\*

Mr B Johnson (Teaching Assistant)

Mrs D Ludzik (Teaching Assistant)\*

Mrs N Naqwi (Teaching Assistant)\*

Mrs C Ruiz (Teaching Assistant)\*

Miss J Stevenson (Teaching Assistant)

Mrs K Venkatesh (Teaching Assistant)

Mrs C Ward (Teaching Assistant)

Mrs J Wesson (Teaching Assistant)\*

Mrs C Yendle (Teaching Assistant)\*

### Midday Supervision

Mrs S Boden \*(Senior Midday Supervisor)

Mrs J Bacon\*

Mrs S De-Voisey\*

Mrs C Jervis\*

Mrs K Kennedy

Mrs J Spargo\*

Mrs E Woolley\*

\*First Aider

### Caretaking and Cleaning

Mr J Sutton

Miss F Hopkins

Mrs T Hopkins

Mrs S Fields

## **Kitchen Staff**

Miss K Hope (Cook Supervisor)

# **The Governors**

## **Local Education Authority**

Vacancy

### **Co opted**

Mrs C Brown (Chair of Governors)

Mrs M Gibbins

Mr P Butcher

Mr D Semeraro

Mrs J Hemstock

2 vacancies

### **Staff Governors**

Mrs F Marks

Mrs M Simons

### **Parent Governors**

Mrs E Dark

Mr M Greaves

Mr M Roden

Mr R Smallwood

Mrs C Sellars

Mrs L Dobbs

### **Clerk to the Governors**

Mrs Kim Meakin

# **The Governors' Role in School**

The Governing Body performs an important function in the running of a successful school. Portway Junior School's Governing Body is made up of elected parents, school staff, and representatives from the City Council and from the local community. Some of their more important roles include:

- ❖ holding the school to account for pupils' achievement and progress
- ❖ choosing priorities for the school budget and school improvement plan
- ❖ interviewing and appointing staff.

The Governors meet altogether with the Headteacher approximately twice a term; and

## **Children and Young People's Services**

Andy Smith

Interim Strategic Director for Children & Young People

Derby City Council

Middleton House

27 St. Mary's Gate

Derby

### **Derby City Council**

Cllr Sarah Bolton

Cabinet Member For Safeguarding Children and Young People

The Council House,

Corporation Street,

Derby.

Cllr Sarah Russell

Cabinet Member for Education & Skills

The Council House,

Corporation Street,

Derby.

then at other times in different sub-committees and working groups, such as finance, personnel, premises, and school development. The staff are responsible for the day to day running of the school, but are accountable to the governors, whose role is more strategic.

Governors have legal duties, powers and responsibilities but can only make decisions as a Governing Body and not individually. Parent Governors can bring the views of the parents to the meetings but they speak and act as individuals. They are not delegates for the parents. The usual term of office for a governor is four years and if you are interested in becoming a governor or in finding out more, please speak to the Headteacher or the Chair of Governors.

# The School Day

Children arrive at school from 8.45am. Please do not send children to arrive before this time as there is no supervision for them on the playground. Children should assemble in the playground until the staff on duty blow the whistle at 8.55am. On wet days they will be allowed inside from 8.45am.

**Please do not drive into the staff car park to set children down as this is a busy traffic area and is not a safe place to leave your child.**

If your child needs to leave school during the school day, an adult needs to sign them out from Reception in the book provided, and sign them in if they return before the end of the day. Thank you.

## School Hours

**8.55am – 12.05pm**

**1.15pm - 3.30pm**

**There is a fifteen minute break in the morning.**

## Holidays

Since September 2013 we can no longer approve holidays in term time and the government removed the right for parents to take 10 days authorised absence. Authorised absence from school can only be granted in 'exceptional circumstances'. Please contact school if, in exceptional circumstances, you need to take your children out of school. Leave of Absence forms are available from the Office.



## Term Dates

### Autumn Term 2016

INSET day Wednesday 7 Sep  
School opens to pupils Thursday 8 Sept  
Wednesday 7 Sep - Tuesday 20 Dec  
(INSET days Fri 7 Oct and Mon 21 Nov)  
**Half term Mon 24 Oct - Fri 28 Oct**

### Spring Term 2016

Wednesday 4 Jan – Friday 7 April  
(INSET day Fri 10 Mar)  
**Half term Mon 13 Feb - Fri 17 Feb**

### Summer Term 2016

Monday 24 Apr - Wednesday 26 Jul  
Monday 1 May - Bank Holiday  
(INSET day Fri 12 Jun)  
**Half term Mon 29 May - Fri 2 June**

## Absence and Illness

In the case of illness, please telephone the school on the morning of the first day of absence. If your child has, or develops a medical condition that the school should be aware of, please inform the school immediately. Infectious diseases must be notified to the school. Please do not send your child to school when obviously unwell and not within 48 hours of being sick/stomach upsets.



# Admissions

Parents interested in applying for their children to attend Portway Junior School are welcome to make an appointment to meet the Headteacher and view the school. At present the school, by agreement with the Local Authority, and can accommodate up to 90 pupils in Year 3 & 4, 80 in years 5 and 6, and the Governors may, therefore, be unable to accept all children seeking places.

If the number of applications for admission into the school exceeds the agreed Published Admissions Number for any year, the admissions authority will bring into effect their admissions policy which gives priorities of categories as follows:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989
2. Children who are both living in the 'normal area' served by the school at the time of admission and who have brothers or sisters of compulsory age still attending the school at the time of their admission
3. Other children living in the 'normal area' at the time of admission
4. Children who do not live in the 'normal area' served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the closing date.

Children who have a Statement of Special Educational Needs, which the Council considers can be best met in a particular school, will be given priority over all others. In

categories 2 to 5 when choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line, have priority.

Full details and the Common Application Forms will be available from the Council or online (<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>) in the Autumn term of the preceding year. They need to be returned by the closing date (**Infant-Junior 13 January 2017**).

## Pupils with Disabilities

The school operates an admissions policy that is consistent with Local Authority requirements. The admission of children with disabilities is on a case-by-case basis that ensures a balance between the needs of the individual child and the resources and facilities available within the school and supporting services. The school encourages the full integration of children with disabilities who are admitted, resulting in positive and supportive relationships between them and their classmates. The school is in close contact with Portway Infant School and receive information well in advance about children with disabilities who are coming to the Junior School. This helps with preparations to the building and training for staff.

The main building has level access and facilities for the disabled. The annex has an access ramp, but unfortunately the cloakroom, the only remaining part of the original school, has no wheelchair access.

# The Accessibility Plan

The Accessibility Plan highlights actions to keep the building accessible for everyone in the school community, e.g. keeping floor coverings in good repair and repairing the playground. Accessibility is considered whenever any changes are made to the buildings or grounds.

Key elements of the Accessibility Plan can be included in the buildings section of the School Improvement Plan.

## *Transfers*

### **Transfer from Infants**

We warmly welcome and provide a comprehensive transition for all children who come to our school. Links are well established between Portway Junior School and Portway Infants, with many opportunities for the Infant children to visit the Junior School prior to moving here.

The staff from both schools liaise to discuss joint initiatives, curriculum planning, assessment and recording. This ensures continuity and progression in the children's education.

### **Transfer to Secondary**

Similarly, close relationships are established with both Allestree Woodlands School, to which the majority of our pupils transfer at the age of eleven, and Ecclesbourne School. Members of their teaching staff visit our school to discuss the achievements of our pupils with their current class teachers and teach the Year 6 pupils. Opportunities are made for our Year 6 children to spend some time in their new school late in the summer term.

# Behaviour

We are proud of the high standard of behaviour displayed by our pupils and many people comment on the politeness of the children. Respect for one another and treating one another with consideration is fundamental to our vision for the school. This is also reflected in our Golden Rules. All our pupils have the right to be educated in a safe, caring and supportive environment without distraction and disruption to their learning. The responsibility for ensuring that our pupils develop self-discipline and an awareness of responsibility towards others is a joint one between the children, their parents and the school. An awareness of what constitutes acceptable and unacceptable behaviour is vital for all children.

At Portway we have developed our own set of rules used throughout the school.

### **Golden Rules**

- 1 Respect everyone and everything in school.
- 2 Listen to each other.
- 3 Respond straight away to instructions from all adults in school.
- 4 Move quietly and sensibly around the school.
- 5 Be polite to everyone in school, including visitors.
- 6 Take responsibility for your own actions.
- 7 Try your best at all times.
- 8 Make Portway Junior School a friendly and bully free school.

The 'Behaviour in School' booklet details clearly what behaviour is expected in school

### **Rewards and Sanctions**

At Portway we believe in positive reinforcement and reward good behaviour in many ways, including acknowledgement in front of others. The school team system, started in 2010, rewards and celebrates individual and team achievements. An award system for individuals and team rewards are very motivational for children.



# Working Together

Our school vision includes welcoming all and in particular recognising the importance of working with parents to help the children to achieve their potential.



## Parents

We believe that a good relationship between home and school is paramount to successful learning. We encourage parents to be actively involved in their child's schooling and to work together with the school in helping them to achieve the very best standards. We work hard to keep parents informed through our regular newsletters, parents' evenings, end of year reports and through organised social functions. However parents are welcome to come into school and discuss their children's progress with the Classteacher or the Headteacher whenever they wish, although it helps to make an appointment just in case the teacher is unavailable.

***In order to keep the school safe and secure for all our children we ask all visitors, including parents, to report directly to the school office, even if you have an appointment. Thank you.***

## Home Learning

All children take a reading book home every night with a reading record. It is hoped that the children will share their reading with a responsible adult every evening and that their progress will be noted in the reading record.

Occasionally children may forget our aims for good behaviour and be inconsiderate towards others or their property. The card system is used by all teachers as a means of managing behaviour. The card system works in the following way: If children need to be reminded about their behaviour in school they will be reminded of what they should do; their name may be written on the board. On the second occasion a green card will be issued. A child can have this card removed if they amend their behaviour. On the third occasion an orange card will be given. This will involve the child missing some or all of their break completing a reflection activity with a teacher. On the fourth occasion a red card will be given. This will mean missing some or all of a break completing a reflection activity and there will also be a letter sent home. Records of orange and red cards will be kept and there is a system in place to manage the behaviour of children who are regularly receiving these. There are other sanctions which may be invoked, according to the seriousness or persistence of undesirable behaviour, that can be used by teachers and teaching assistants. Details of these, and full details of the reward and card systems, can be found in the school Behaviour Policy, on the school website.

Bullying is taken very seriously and the school has a strong anti-bullying policy. When an incident of bullying is reported we do all we can to support the victim and ensure that the bullying does not re-occur. All staff work as a team to help ensure that Portway is a friendly and bully free zone.

Incidents involving racist abuse, although rare, are also treated seriously. If children are involved in racist abuse then the details are recorded. In some cases the parents, of both the victim and perpetrator, will be informed.

We are required to report the number of incidents of racism or bullying to Derby City LA annually and are pleased that at Portway these remain very low.

Other home learning activities (for example learning spellings, Maths homework, Talk Homework to prepare for extended writing on Fridays) are set on a Thursday. Please support your child in these tasks. A Year group newsletter containing details of learning, including home learning will be sent home and will also appear on the website. We ask all parents and children to sign our Home School Agreement and the Behaviour in School booklet.



## Parents Evenings'

Parents' evenings are held each term giving an opportunity to discuss your child's progress privately with their class teacher. In the Summer Term there is the opportunity to discuss your child's report, should you need to do so. However if you have concerns about your child's progress *at any time*, **please contact the teacher straight away**. We also hold other evenings to help to inform parents about different aspects of learning each year.

## P.T.F.A.

We have an enthusiastic and hard working Parent Teacher Friends Association. The Annual General Meeting is held in early September. Parents are encouraged to join the committee or to be a helper for some of the activities. This year our P.T.F.A. have bought 1400 books for the children. In recent years the P.T.F.A. has worked tirelessly to help raise funds for a new outdoor learning area, for improvements on the playground, new PE equipment, new ICT equipment and a new guided reading scheme.

Many exciting activities and social events are planned by the P.T.F.A. In the past they have held discos and film nights for the children and very successful social events for the adults. The P.T.F.A. welcome new members and it is another way to become more involved in your child's school.

## The Curriculum

The children are placed in mixed ability classes in each year group. We have several additional part time teachers who provide regular cover for staff to give them non-contact time for planning and preparation.

The children work at their appropriate level in Key Stage Two of the National Curriculum in the three core subjects of English, Maths and Science and the foundation subjects, History, Geography, Design and Technology, Art, P.E. R.E., P.S.H.E., I.C.T. and Music. French is taught in Years 3 and 4 and German in Years 5 and 6.

We aim to make our curriculum exciting, challenging and motivating and to promote excellence, enjoyment, perseverance, self-discipline and independent learning. To help the children learn more effectively we encourage them to bring a bottle of water to school to drink through the day.



## English and Mathematics

Skills in English and Mathematics are essential for the children because they equip them for all learning. The children are set in ability groups

for Numeracy and Literacy to ensure that each child is working at the most appropriate level for them. Children do move between groups when their learning needs change.

The majority of our English teaching and learning takes place within a structured, daily literacy hour where learning objectives in reading, grammar, punctuation and vocabulary are covered, following the National Curriculum. However all English skills are developed through other curriculum areas.

We encourage children to read from an increasingly wide variety of texts. We aim to foster an enjoyment of reading for its own sake and to develop the children's ability to retrieve information from books for the purposes of study.

We aim to create a partnership with parents and teachers working together, showing children that reading is a meaningful, as well as a pleasurable, activity. Some children are fortunate enough to take part in the Buddy Readers scheme with sixth formers from Allestree Woodlands School.

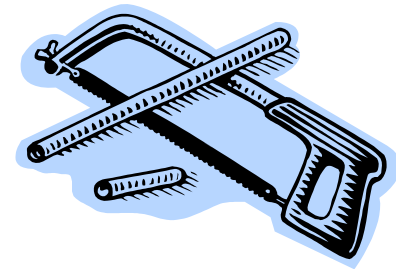
To improve writing in school, the children take part in extended writing and are taught basic skills (short vocabulary, handwriting, spelling and grammar exercises). "Talk Homework" is sent home on a Thursday night when we ask the children to discuss ideas with adults, to help them with Friday's writing topic.

Numeracy lessons at Portway reflect the recommendations of the National Curriculum. There is a high level of direct teaching featuring lively, interactive oral work, with a strong emphasis on mental calculations.

There is one numeracy lesson every day covering the study of numbers and the number system, calculations, data handling, shape space and measures and problem solving investigations. Activities for completion at home are set frequently.

## Science, D & T and I.C.T.

Science is taught with an investigative approach and lots of hands-on learning. The skills for designing and carrying out investigations are taught throughout the school, together with skills in collecting and analysing results.



In Design and Technology lessons the children learn how to draft, design and make items using a range of materials and skills. They also develop skills of planning and evaluating their work and that of others.

At Portway Junior School we believe that acquiring Information and Communication Technology skills is essential for all pupils. Children are given opportunities to develop their skills and apply them throughout the curriculum. This gives the children a purpose for applying and learning new skills and helps them become discerning users of I.T. They will learn skills associated with word processing, data handling, problem solving and control technology.

The I.C.T. facilities, including a dedicated I.C.T. suite and a bank of laptops and iPads enable all children to have access to the internet and to use computers in a range of lessons. They also have opportunities to use digital cameras, the INTEL microscope,

scanners, interactive whiteboards, netbooks, digital cameras and other equipment. The children carry out more challenging activities as they progress through school, for example in Year 3 the children improve their word processing skills and learn how to use the Internet and by Year 6 they are creating multimedia presentations.



Access to the Internet is restricted by our filtering system and the children are closely supervised while they are working on the Internet. The school has an Internet Permission Form for you to sign if you are happy for your child to have access under supervision.

## **Citizenship and Personal Social and Health Education**

Part of the vision of the school is to prepare children for their roles in society and help them to make valuable contributions to the communities in which they live. We aim to develop the children socially, personally and morally while they are with us at Portway Junior School.

We believe that understanding about a healthy lifestyle is a very important part of the children's education. Throughout the school the children have opportunities to learn about

healthy eating, the dangers of smoking, alcohol and drug use and misuse, sex education and the importance of exercise. This continues our work as a "Healthy School".

Sex Education is a planned part of the Health Education programme from Year 3 to Year 6 covering topics such as hygiene and growth. In Years 5 and 6 the work is extended to include knowledge about the processes of reproduction and the changes brought about by puberty, with an emphasis on the importance of taking care of ourselves and respect for others. Parents are notified in advance about these lessons. Any parent wishing to withdraw their child from sex education lessons should contact the Headteacher.

## **History, Geography and Religious Education**

History, Geography and R.E. help explain the world in which we live today, encouraging the development of a sense of identity and contributing to the children's knowledge and understanding of other countries and cultures.

Through our History curriculum we try to promote the intellectual disciplines involved in the interpretation of history - the evaluation of evidence, the making of deductions and the formulation of arguments and hypotheses.

Geography makes a valuable contribution towards the children's understanding of the world. We aim to teach them geographical knowledge and skills, to build on their natural curiosity and stimulate investigative and questioning skills.

Religious Education at Portway Junior School aims to enable each child to develop a critical

awareness and respect for peoples' differing needs, beliefs and practices. We also include visits to places of worship in Derby, some organised through the Open Centre.

Parents have the right to request that their child be excused from R.E. and the daily act of collective worship. Any parent wishing to withdraw their child should do so by contacting the Headteacher.

## Physical Education

Our P.E is progressively structured to equip the children with a range of sports skills and to teach the elements of games in group situations. The children have the opportunity to participate in athletics, dance, games, gymnastics, swimming and adventure activities.

In addition to the broad-based and balanced P.E. programme within curriculum time, the school offers the pupils a range of sports activities such as clubs, inter-school fixtures, workshops with visiting instructors and residential experiences at outdoor centres.

## The Creative Arts

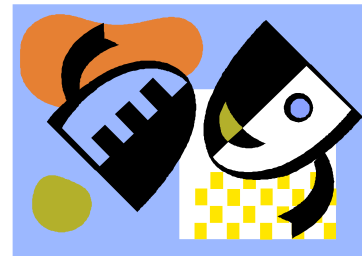
The creative arts make an important contribution to the life of our school and there are many opportunities for the children to develop skills in creative arts while they are with us.



At Portway we believe that the best way to learn is through first hand experience. The children are encouraged to build upon their

abilities and are taught skills. In music they are given opportunities within the curriculum to perform and compose using their voices and a range of percussion instruments. The children are also encouraged to listen to and talk critically about a wide range of music. In addition to the music provided within curriculum time, the school offers pupils the opportunity to take up extra tuition in piano, recorder, guitar, ukulele, violin, woodwind and brass instruments. There is also the opportunity to join the Portway Junior School Choir which has a growing reputation for excellence.

Children are encouraged to develop their skills in art in a variety of ways, through drawing, painting, model making and textiles. They also have opportunities to develop their critical understanding of the work of a range of artists from a variety of cultures and times.



Drama is used as a tool for learning and as a subject in its own right. Drama, dance and music all contribute to school productions at Portway.

## Special Educational Needs

At Portway, the children's progress is carefully monitored and assessed so that children with difficulties are quickly identified and given the support they need. When extra support is given a child is placed on the Special Needs Register and, when appropriate, children are referred to external agencies e.g. a Speech Therapist or an Educational Psychologist. The children on the S.E.N. Register are set targets which are reviewed termly with parents and



staff. If you require any further information please make an appointment to see the SENCO, (the Special Educational Needs Co-ordinator) or the Headteacher.

## **Equal Opportunities**

The school is committed to a policy of Equal Opportunities in accordance with the Derby City guidelines. The school aims to give access to a curriculum which offers breadth, balance and relevance, taught at the appropriate level so that every individual has the opportunity to achieve his or her full potential and including provision for more able children. We aim to offer equal opportunities to all - any concerns, please contact the Headteacher.

## **Key Stage 2 Results 2016**

At the time of going to print Primary Schools are waiting for guidance from the Department of Education regarding Key Stage 2 results for 2016. When available the results can be found by clicking the link below.

<https://www.compare-school-performance.service.gov.uk/school/112741>

## **Assessment**

The children are assessed in a variety of ways to ensure that they progress to the best of their ability:-

- class and individual discussion of work
- observing them at work
- marking and evaluation of finished work
- formal and informal testing

During the second week in May Year 6 children have national assessment tests in English, Mathematics and Science (End of key stage tests - SATS). The rest of the school will have similar tests in June of the summer term. Parents are requested to avoid taking their children out of school during this time.

A full report of each child's progress is sent to parents in the Summer Term.

## Educational Visits

A variety of visits are made by each class during the year. These are always closely linked to curriculum learning and are an essential part of enriching the children's experiences.

The children may be taken on walks around the local area as part of their curriculum work. You may not be notified in advance of these short but essential excursions outside the school grounds. We wish to assure you that the children will always be fully and adequately supervised.



## Residential Visits

To develop the children's growing independence and environmental awareness the Year 3 pupils are given the opportunity to spend two days away at Lea Green. A range of exciting outdoor activities is experienced.

The pupils in Year 6 have the opportunity to participate in a PGL adventure holiday in the summer term. The children benefit from the activities on offer gaining confidence in their own abilities and developing their social skills. They can choose from a list of activities which includes surfing, canoeing, abseiling, orienteering and cycling.

Both these excursions provide challenging and enjoyable experiences in a carefully supervised environment.

## School Council

The children are involved in decisions about school life through the School Council. Each class in school holds elections for two school council representatives, one boy and one girl. In Circle Time the class is given the opportunity to discuss ideas and suggestions for the Council meetings. The representatives then attend School Council Meetings where they are responsible for representing the views of their class and also to report back to them after the meetings.



The Council decides which charities the school will support each year and is involved in decisions about improving the school. In the past the Council has been involved in reviewing the anti-bullying policy, organising charity events, helping with the Healthy Schools action plan and planning improvements to the playground.

## Sporting Achievements

Our school participates enthusiastically in sporting fixtures throughout the year. Our girls' and boys' football teams play in local competitions. Our netball team competes in the Derby schools league. We also compete in gymnastics, cricket, cross-country, dance and athletics inter-school competitions. We also have intra-school competitions and a traditional sports day.

## Uniform

We are proud of our school uniform and hope that by wearing it the children will feel a sense of identity and have pride in our school.

The school colours are bright red and black. Articles can be purchased by parents from whatever store they feel offers the best buy. In our Parent's Survey, 2011, 100% of parents backed the wearing of the uniform below.

Cardigans, sweatshirts - Red.

V-necked jumper - Red.

Tailored trousers - long/short - Black or Grey.

Skirt - any style - Grey or Black.

Dress - any style - Red and white checked.

Shirt/ blouse/aertex shirt with collar - White.

Socks - Plain in school colours.

Tights - Grey, black or red.

Tie to be worn with collared shirt - black and red striped

Shoes with flat heels - Black.

Sandals - Black, White or Brown worn with socks.

Boots are not part of our everyday uniform but plain black flat heeled boots may be worn in the winter months when the weather makes the wearing of shoes inappropriate.

Trainers should only be worn for PE activities.

## P.E. and Dance

Blue or black shorts

Plain grey round necked T-shirts

Red or black leotards

Children work in bare feet.

## Games

Blue or black shorts

Plain grey round necked T-shirts

Plain tracksuits (or plain leggings for girls) may be worn in cold weather.

Training shoes are recommended for outdoor games.

*Long hair should be tied back for Games and PE.*

P.E. kit is essential and must be kept in a labelled drawstring bag. It is important that the P.E. kit is always in school as lesson times may occasionally change. A letter will be sent to parents if children miss three PE lessons because they have forgotten their kit.

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME.**

**Children's Choice of Belper** offers a free delivery service to school and can be ordered by telephoning school or 01773 825865.

## Swimming

A one piece swimming costume is preferred for girls. For boys, trunks are preferred to shorts. Boys and girls **must** wear swimming caps.

## Art Shirts

An apron or old shirt is necessary for Art/Technology and Design activities.

## Jewellery

Jewellery is not allowed except for watches. Children with pierced ears are requested to wear small studs.

**It is a requirement that ear-rings be removed by the children themselves for all PE activities including swimming. The staff are not allowed to help children with ear-rings.**

Children who have just had their ears pierced must tape over the ear-rings, in order to take part in P.E. lessons, until the ear-rings can be removed. Parents will be asked to sign a disclaimer as this is potentially dangerous.

## Hair

All children are expected to wear their hair sensibly and to be well groomed generally. Only plain, small hair ties are appropriate for school.



# Clubs

A range of different clubs are available for the children to attend. Many of these are run by the staff on a voluntary basis although there are some run by either parents or outside agencies. Information about clubs is available in the newsletters and the website. Full details of this year's clubs will be made available in the new school year.

## General Information

### Lunchtimes

School meals are cooked on the premises by Chartwells and are of good quality and value. A salad bar (plus fresh fruit) is available everyday. The menus are varied and planned to give the children a balanced nutritional meal and also to appeal to their tastes. School meals can be purchased every day or on specified days of the week – all we ask is that you book and pay for your meals before the start of the half term.

Children are eligible for free meals if parents are in receipt of income support or Child Tax Credit. Please ask at the office if you think you are eligible. *All enquiries are dealt with in confidence.*

If you wish your child to bring their own packed lunch this should be placed in a small labelled plastic lunch box. Drinks should be in an unbreakable plastic container. **Please note Portway Junior School is a nut free zone.** There should be no peanut butter sandwiches or any nut related products in packed lunches. If children wish to change from school dinners to packed lunches or vice versa, the school requires written notice two weeks in advance.

### Lost Property and Valuables

If property is lost, children should look for it in the lost property box which can be found just

inside the main entrance to school. Named items are always more easily found. Please do not allow your child to bring valuable items to school. Mobile phones are not encouraged in school, however in exceptional circumstances they can be left in the office before registration and collected after school. Lost property will be disposed of at the end of the Summer Term.

## Healthy School

As a Healthy School we have a food policy which states that children should not eat chocolate, sweets or crisps before school or at break. Fruit makes a healthy alternative.

## Contact Addresses

Please make sure that we have your home telephone number, and emergency contact number and your work number. It is vital that we are able to contact you or an elected person at all times. **If your circumstances change (change of address or job), please notify the school office in writing. Thank you.**

## Equipment

It is very helpful to the school, if you are able to provide your child with drawing and coloured pencils and a ruler. Children are given a handwriting pen when they receive their pen license which allows them to use pen in their work.

Children will also require reading book bags and a drawstring bag for their P.E. kit.

## Road Safety

We consider the safety of the children in our care is of paramount importance. Please park away from the school entrance to keep the area safe for children crossing the roads. Cars should not stop on the zig zags.

## **Park and Stride & Walking Bus**

The owners of the Woodlands Pub kindly allow parents to park in their car park, leaving just a short stride to the school.

## **Health and Safety Before and After School**

In the interests of everyone's safety children are not allowed to ride bicycles or scooters on the school paths or playground before or after school. If you bring younger children onto school premises at the end of the day, can you ensure they do not climb the trees or climb on benches. For your children's safety, dogs are **not** allowed in the school grounds. Please arrange to meet children at the gate if you have a dog with you. We respectfully ask those waiting with a dog to be aware of young children.

## **Charges and Remissions**

We try to keep charges to a minimum; however we are allowed to ask for voluntary contributions to cover the costs of visits, theatre trips and visitors invited into school to provide specialist skills or entertainment. The governors and staff wish to see such activities continue, but acknowledge they can do so only if parents are willing to make voluntary contributions to cover the cost of their child's involvement. We would point out, however, that no child will be excluded if a voluntary contribution is not made. Any case of financial hardship should be referred to the Headteacher or Chair of Governors, in complete confidence.

Also if parents wish to receive items made by their children, they may occasionally be asked to pay for materials used, for example when baking and sewing.

The school may charge for board and lodgings on residential courses, except for pupils whose parents are receiving:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part V1 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit **and** have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190.
- The guaranteed element of State Pension Credit; and
- The income –related employment and support allowance

However, a contribution towards transport may be required.

## **Concerns or Worries**

We hope that your child is very happy at Portway Junior School but occasionally parents have worries or concerns about their child and school. We would much prefer that you discuss the worries or concerns with us so that we can sort out any potential problems straight away. **Staff are always willing to see, or speak to parents – please ask at the Office or telephone to make an appointment.** The best time to see teachers is after school as they are often busy preparing for lessons in the morning. **The Headteacher will always try to be available to discuss any concerns with you.**

## **Complaints Procedure**

Most concerns or potential complaints can usually be settled by informal discussion with the Classteacher. However, occasionally appointments will need to be made to discuss issues more formally with the Headteacher and/or other members of staff. Should you have any worries we encourage you to contact the school immediately.

Where a parent has a complaint about the school curriculum and related matters, it should be addressed initially to the Headteacher who will attempt to resolve the issue. If the attempts to resolve the difficulty prove unsuccessful, a letter should be addressed to the Chair of Governors.

If a problem cannot be resolved in this way details of the LA formal complaints procedure are available from the school office.

## **School Documents**

Copies of LA School Regulations and school policies are all available at the school should you wish to see them. A list of school policies is available on the school website and policies can be made available to parents on request.

## **Child Protection**

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Child Protection procedures established by Derby City Children and Young People's Services and inform them of the concerns.

## **Data Protection**

Basic information about pupils is held to assist with the efficient organisation of the school and the individual's educational needs. The School is registered with the Data Protection Agency.

## **Attendances**

Our attendance figures for the year 2015-2016 are **96.62** attendance, **3.16%** authorised absence (sickness, holidays, dentist appointments etc) and **0.23%** unauthorised absence.

## **Community Links**

Our school is committed to working closely with other schools and organisations in our community in order to promote community cohesion and enrich the children's learning and experiences in school. We work very closely with Portway Infants School and Allestree Woodlands School to ensure transition to and from our school is smooth and efficient. We have close links with the other primary schools in the Allestree area and across Derby. We have close links with Derby University and regularly provide placements for student teachers.

We continue to have local leaders from places of worship in the community to come and deliver assemblies to the whole school.

The school competes in a range of inter-school sporting competitions including cross country, football, cricket, dance, gymnastics, netball, athletics and golf.

We have also worked with Rolls-Royce. This partnership has focused on developing the children's scientific skills and understanding.

# Safeguarding Statement

## Safeguarding Children at Portway Junior School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers and Governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy, on request.

Sometimes we may need to share information and work in partnership with other agencies, where there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Child Protection Officers (DCPOs) are:

Fiona Marks, Deputy Headteacher  
Karen Puszyńska, Headteacher (From January 2016)

If you are concerned about a child's welfare, please record your concern on a formal Concerns Form (available in the staffroom or in the Head's office), and any observations or conversations heard, and report to one of the DCPOs as soon as possible on the same day. Do NOT conduct your own investigation.

If your concern relates to the actions or behaviour of a member of staff (which could suggest that he/she is unsuitable to work with children), then you should report this to one of the DCPOs in confidence, who will refer the matter to the Headteacher (or the Chair of

Governors if the concern relates to the Headteacher), who will consider what action to take.

*The information in this booklet was correct in October 2015. However it is inevitable that there will be changes during the year 2015-2016.*