

Mundy C of E Junior School 2024



'Let love and kindness be the motivation behind all that you do.'
1 Corinthians 16:14.

Take a look inside our brochure



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Welcome to Mundy CE Junior School

INTRODUCTION

The information contained in this booklet relates to the school year 2024/25. Although correct at the time of publication, it should not be assumed that there would be no changes during the year. (Please note - receiving this booklet does not imply your child will be given a place within the school). A firm offer of a place will be made before the end of the Spring Term in the academic year before your child is due to transfer to this school.

MISSION STATEMENT

The school's historic foundation as a Church of England School (Voluntary Controlled) makes it unique amongst Junior Schools in Heanor. We are aware that this heritage brings with it the responsibility to foster an understanding of the meaning and significance of faith, and to promote Christian Values through the experience offered to all our pupils. We welcome children of all faiths and none, but we value our ongoing links with the church.

We seek to help all children achieve their full potential across all aspects of their personal development in a secure and happy learning environment, and to grow into informed, responsible and caring members of society, with the ability to think for themselves and take authority for their actions. We plan to achieve this through a curriculum, which is broad, balanced, relevant and manageable, and through the development of good relationships within and around the school, so that everyone feels they have a valued contribution to make.

We are firmly committed to the development of a partnership including the whole school and the wider community. Such a partnership needs to be founded on a genuine investment in people, starting with the children, whose needs are paramount. We wish them to experience success and feel that they are valued and of worth; to be kind and courteous; to work and play sensibly, and to always show consideration and respect for others. We encourage this through the inclusion of our school 'Be' statements - 'Be' Happy 'bee'ing the most important of them all.

Education is a continuing process, which equips children for life. It encompasses the development of appropriate skills, positive attitudes, high standards, respect for people and property, and, crucially, self-esteem.

THE AIMS OF THE SCHOOL

The children within Mundy CE Juniors simply follow our 'Be Statements' throughout their school day and beyond. These are: Be happy, Be safe, Be caring, Be responsible, Be respectful, Be proud, Be prepared, Be determined, Be polite and Be trustworthy. 'Be' Happy is our most important Be Statement.



The school seeks to educate children for life in a caring society. This is achieved by:

- Developing each child's potential.
- Setting and expecting high standards of work and behaviour.
- Developing well-mannered, responsible, caring members of society.
- Providing a friendly, welcoming, inspiring learning environment.
- Developing strong relationships with the local community.
- Working with parents and friends of the school to develop a sense of belonging.
- Using resources effectively.

SCHOOL AFFILIATIONS

Mundy Junior is a Church of England Voluntary Controlled school. We have strong links with our church, St Lawrence Church and local clergy visit the school regularly to take collective worship. The school makes visits to church during the year, alongside our main feeder Infant School Corfield CE Infants.

SCHOOL STAFF 2024 - 2025

OUR SENIOR LEADERSHIP TEAM

Headteacher (DSL)*	Miss Dot Adair
Senior Leader (DSL)*	Mrs Leonie George
Senior Leader	Miss Caroline Lavery
SENCO	Miss Jasmine Catton

*DSL - Designated Safeguarding Lead

<u>OUR BUSINESS ASSISTANT</u>	Mrs Lisa Knighton (DSL)*
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OUR TEACHING TEAM (in alphabetical order)

Mr Daniel Betts
Miss Jasmine Catton
Mrs Aimee Christie
Mrs Jo Eyre
Miss Caroline Lavery
Mr Robert Parperis
Mr Peter Sharp
Mrs Mia Taylor
Mrs Corrine White

OUR TEACHING ASSISTANT TEAM (in alphabetical order)

Mrs Margaret Bailey
Mrs Bev Barlow
Mrs Dawn Beardsley
Mrs Joy Bradley
Mrs Louise Brougham
Miss Deb Hall
Mrs Julie Hallam
Mrs Tammy Hollingsworth
Mrs Johanna Littlewood
Mrs Nicola Moncrieff
Mrs Donna Warne

<u>COACHING STAFF</u> <u>(PE and After School Clubs)</u>	Sports & Extended Services (Clubs) Miss Maisie Knighton
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<u>OUR SCHOOL CARETAKING TEAM</u>	Mrs Jane Carlin Mrs Julie Hallam Mrs Annette Hill Mrs Amanda Burdett
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<u>OUR MIDDAY TEAM</u>	Miss Dawn Beardsley Mrs Julie Hallam Mrs Tammy Hollingsworth Mrs Johanna Littlewood
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<u>OUR CATERING TEAM</u>	Mrs Laura Bowler (Cook in Charge) Mrs Karen Henton
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OUR SCHOOL GOVERNING BODY

FOUNDATION GOVERNORS	Ms Anne Musson (Chair) Rev Lisa Shemilt
STAFF GOVERNOR	Miss Jasmine Catton (Vice Chair)
COOPTED	Mr Andy Thomas Mr Roger Whittington
PARENT GOVERNORS	Mrs Ebony Field Mrs Abbie Dennett Mrs Esther Henshaw
COMMUNITY GOVERNORS	Mr Damien Eyre
LA GOVERNOR	Mrs Jackie Mee
HEADTEACHER	Miss Dot Adair
CLERK TO THE GOVERNORS	Mrs Leonie George C/O Mundy C of E Junior School Lockton Avenue Heanor DE75 7EQ

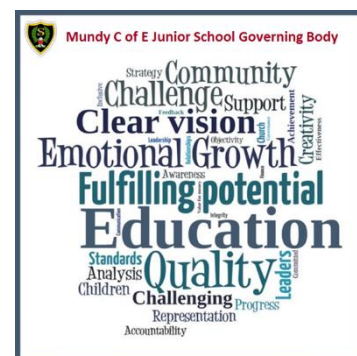
Fulfilling potential and challenging boundaries....

Our Governing Body is critical to helping the school continually improve outcomes for children and ensuring the school provides the very best quality of education it can.

Governors are there to help shape the school's future direction and focus. Governors are a team of volunteers made up of parents and members of the Church and local community.

We work across 4 main committees, Resource Management, Teaching and Learning, Performance Management and Welfare. Our Governors bring a range of experience and skills and have a portfolio of responsibilities, for example Safeguarding, Health & Safety, Core Curriculum and Data & Performance monitoring.

By holding the Senior Leadership Team to account, acting as critical friends, asking questions, and gathering evidence - we can better support the school to improve the outcomes and educational experience of all our children.



SCHOOL TIMES (for Academic Year 2024/2025)

Breakfast Club ((pre-booked), each weekday): Arrival window: 7.30am - 8.00am

Morning (for all): Gate open 8.40am. Morning lessons start at 9am

Afternoon (for all): Afternoon lessons end at 3.30pm

After Schools Clubs ((pre-booked) on selected days): 3.30pm - 4.30pm

PARENTAL VISITS

Parents considering sending their children to this school are most welcome to visit. Please telephone the school office to make an appointment and Miss Adair, the Headteacher, will be happy to show you around the school. Prior to your child transferring he/she will be invited to visit the school and to meet his/her new teacher. If you have any problems or concerns once your child has started at this school, please do not hesitate to contact us. We make sure that staff are on hand at the end of each day to answer any questions you may have regarding school life, you do not have to wait until the next formal parents' evening. Please do keep us informed.

Parents will be invited into school to discuss their child's progress on three occasions during the year, once in each of the three academic terms. We regard parental support as very important and would seek to develop a strong partnership in your child's education. But again please do not wait until then to contact us, do contact us at anytime.

TRANSITION DAY

Transition days will be announced as and when appropriate, when the children begin their move to their next class or next school. Meanwhile, please check our most recent newsletter or on our school website for Latest News.

THE PLANNED ADMISSION LEVEL AND CO-ORDINATED SCHEME OF ADMISSION

The planned admission level for the 7+ age group in 2024/25 is 45 pupils.

The Local Authority co-ordinates admissions to all Derbyshire Primary, Infant and Junior Schools and acts as a 'clearing house' for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LA, and give reasons for their preferred schools.

Common application forms will be available from Derbyshire Primary, Infant and Junior schools and other public establishments from November 2024. You can also make an application on-line by visiting www.derbyshire.gov.uk. Your application should be returned by the published closing date; parents will be offered one place only in a Derbyshire School.

Further information about the coordinated admissions scheme is available on the Authority's official website www.derbyshire.gov.uk (search: admissions)

MUNDY CE JUNIOR SCHOOL AND THE COMMUNITY

As a school, we pride ourselves in making meaningful connections with and contributions to our community and forging relationships wider than just Mundy CE Junior School. It is our vision that our children grow up with a sense of pride and

belonging and we reiterate this in our 'Be' statements and our Mission Statement which mirrors our values *'we are firmly committed to the development of a partnership, which includes pupils, teaching staff, governors, parents and the wider community. Such a partnership needs to be founded on a genuine investment in people starting with the pupils.....'* to this end we positively seek connections with our local community, which includes companies, voluntary and statutory groups as well as our cluster of schools. We have found that collaborative work and seeking the knowledge and friendship of outside groups benefits our children not only during their time here at Mundy CE Juniors but as they move through their educational years and into their future careers.

THE SCHOOL CURRICULUM

Whilst in school your child will follow the National Curriculum for Key Stage Two:

- Art and Design
- Computing
- Design Technology
- English
- Geography
- History
- Mathematics
- Modern Foreign Languages
- Music
- Personal, Social and Health Education (including citizenship)
- Relationship and Sex Education
- Religious Education
- Science
- Sports



We aim to provide a broad, balanced, and relevant curriculum that is appropriate for your child. Teachers will use a variety of teaching methods including: whole class, small group, and individual teaching. The National Curriculum and Religious Education will be organised so that some areas will be taught as separate subjects and others as cross-curricular themes (topics). Teachers will ensure that work is set at an appropriate level for each child. This will be done by matching work to children of different abilities. The school has excellent ICT facilities. Each classroom has an interactive whiteboard and projector, and every class has access to a bank of laptops & iPads. If you would like to find out more, please visit our website www.mundyjunior.org

RELIGIOUS EDUCATION

The impact of RE is threefold.

Firstly, it enables children to gain and understanding of a range of religions and worldwide views. This allows children to:

- Describe, explain and analyse beliefs and practices, recognising the diversity which exists within and between communities and amongst individuals.

- Identify, investigate and respond to questions posed, and responses, offered by some of the sources of wisdom found in religions and worldviews.
- Appreciate and appraise the nature, significance and impact of different ways of life and ways of expressing meaning.

Secondly, it enables children to express their ideas and insights about the nature, significance and impact of religions and worldviews. This allows children to:

- Explain reasonably their ideas about how beliefs, practices and forms of expression influence individuals and communities.
- Express with increasing discernment their personal reflections and critical responses to questions and teachings about identity, diversity, meaning and value, including ethical issues.
- Appreciate and appraise varied dimensions of religion.

Finally, children will gain and deploy skills the skills needed to engage seriously with religions and worldviews, so that they can:

- Find out about and investigate key concepts and questions of belonging, meaning, purpose and truth, responding creatively.
- Enquire into what enables different individuals and communities to live together respectfully for the wellbeing of all.
- Articulate beliefs, values and commitments clearly to explain why they may be important in their own and other people's lives.

(Derbyshire Agreed Syllabus 2020-2025)

Parents have the right to remove their child/children from R.E. and Collective Worship and alternative provisions will be made, however this would need to be formalised with the headteacher prior to withdrawal. See RE policy for further information

COLLECTIVE WORSHIP

Mundy CE Junior School is a Church School, with this in mind, you will be aware that we are affiliated to the Church of England (C of E), Derby Diocese and more specifically St Lawrence Church in Heanor. Our affiliation takes many forms i.e., our visitors to school, our visits to St Lawrence Church for services and festivals as well as being represented by two members of the Church on our Governing Body. We are proud of our links with the Church and our duties to raise morally and spiritually aware individuals who are equipped to be able to form their own approaches to life, whether informed by Christian or religious commitment or not.

C of E schools encourage pupils to express their personal beliefs and philosophies with confidence and in an atmosphere of open and critical discussion. This is reflected in a quote from our most recent Church Inspection (2024) which encompasses our values that we aspire to:



The school's Christian vision, 'Let love and kindness be the motivation behind all that you do', results in a deeply welcoming school. It is central to all aspects of school life. The vision is the driving force that enables pupils and adults to flourish in an atmosphere of warmth and respect. Here, all are highly valued, loved and supported to succeed as individuals. Committed leaders know and understand the community the school serves. They work hard to ensure that pupils and their families are nurtured and supported. The school is a beacon of light to the local community in helping to support pupils considered vulnerable and their families, allowing them to flourish. Honest and respectful relationships are rooted in love.' (SIAMS Report, January 2024)

COLLECTIVE WORSHIP FORMAT

Monday

Whole school: Collective Worship, based around our Christian Values. The school follows the 'Roots & Fruits' Christian Calendar scheme.

Tuesday

Class: Collective Worship where each class explores the topic discussed in Monday's collective worship.

Wednesday

Whole school: Visitor Collective Worship, here the worship is led by our local incumbent CIDs (Christians in Derbyshire), local church representatives and other key visitors in and around school.

Thursday

Whole school: Praise through Music, this can include practice for the celebration of Festivals.

Friday

Whole school: Celebration of Achievement of our children in all its different aspects and how we are making use of our God given talents.

ESTABLISHED STRENGTHS OF MUNDY C OF E JUNIOR SCHOOL

- An outstanding, caring Christian environment which is having a significant impact on learners.
- Relationships between staff and learners, among learners, between staff and in the wider community are excellent.
- A culture of support and praise, where children and staff feel confident to express themselves is in evidence.

Collective Worship forms an important aspect of your child's education at Mundy C of E Junior School within our periods of collective worship we aim to:

- Provide opportunities for children and staff to worship together.
- Consider spiritual and moral issues.
- Provide opportunities for children to explore their own beliefs and have respect for other beliefs.
- Provide opportunities for children to participate and respond through active involvement in the presentation of worship, or through listening to and joining in the worship offered.

- Enrich the community spirit through exploring ways of promoting positive relationships.
- Provide a common ethos, shared values and to reinforce positive attitudes.
- Make full use of the chance to celebrate the major Christian festivals.
- Ensure Christian values are shared.

LEGAL REQUIREMENT

- All registered pupils of statutory school age should attend a daily act of Collective Worship.
- Collective Worship is subject to the right of withdrawal. Any such requests should be made in writing to the Headteacher. In instances of withdrawal from Collective Worship the school remains in 'loco parentis', with a duty to ensure supervision of all pupils.
- All acts of worship should take place within the school premises.
- The timing and organisation of the daily act of Collective Worship is flexible.
- All acts of Collective Worship will be defined as wholly or broadly of a mainly Christian character.

SPORTS & GAMES

The school has excellent facilities for both Sports and Games, with a large hall for apparatus work and extensive grounds outside of both hard and grass surfaces. Sports lessons are taught in all these areas. We also enter a wide range of inter school tournaments and are proud of our historic participation figures for competition. Swimming is taught to all age groups, each year on a rota basis at the Heanor William Gregg Leisure Centre.



CURRICULUM CONCERNS

If parents have a concern about their child's schooling, they should raise it with the class teacher. However, there is a procedure for dealing with parents concerns about the school curriculum. If you have any concerns or queries you should contact the school so that the matter can be discussed with the Headteacher. It is expected that many questions and anxieties can be dealt with in this way. However, if concerns cannot be resolved, then a formal procedure involving the Governors and the Local Authority can be invoked, a copy of which can be obtained from the school or your local Area Education Office.

RSE (Relationships & Sex Education)

The Governors of Mundy C of E Junior School have produced a range of policies surrounding Relationship and Sex Education, Cyberbullying and Online Safety. Year 5/6 parents have the right to remove their child/children from two specific lessons (see policy) and alternative provisions will be made, however this would need to be formalised with the headteacher prior to withdrawal. See RSE policy for further information. Parents can obtain copies of these policies and many more from our school website. Please take the time to read them.

SPECIAL EDUCATIONAL NEEDS

We aim to meet the needs of all pupils. Each class teacher is responsible for the needs of all the pupils in their charge, with work planned being suitable for all abilities. Some pupils may be provided with additional support within a small group or in a one-to-one basis.

The school follows the Special Needs Code of Practice introduced by the Government. If your child is having difficulties in any area of the curriculum either the class teacher or the special needs coordinator, Miss Catton, will contact and discuss this with you. The child will be placed on a SEN register and progress will be reviewed after a specified time. Parents will be invited to contribute at all stages of the process. If you feel that your child is experiencing difficulties, you should contact the class teacher or Miss Catton, our SENCO, to discuss your concerns.

HOME LEARNING

The school recognises the importance of home learning and the crucial role parents play in support of this process. The school has a website www.mundyjunior.org which informs parents of what home learning is required and when it needs to be completed by.

The activities may well vary per topic, we are very conscious that we do not wish to overload the children. We try to make home learning as interactive as possible. Throughout the year we continue to concentrate on basic skills of spelling, reading and times table calculations. If you ever have any concerns over how much home learning (too much or too little) your child receives, please contact school. We ask parents support school by ensuring your child completes the required tasks.

EXTRA CURRICULAR ACTIVITIES

We have a number of clubs and extra curricular activities throughout the week. We further run a mixture of clubs during the lunchtime break for the children, including: Sewing Club, Board Games, Baking, Construction Crew and Cooking Club as well as an Investigation Club run by Valley CIDS. These may change during the course of the year. We enjoy being able to offer the children some form of activity during the lunch-time period. We have a wonderful library in school (housing over 8,000 books) and the children have access to the library daily.

We hold several after school clubs, for example: Multisport, Dance, Netball, Board Games, Art Club, Book Club, Film Club, Allotment Club, Football, Make-it Mend-it and Athletics Clubs.

Those children in receipt of FSM do not need to pay for after school clubs. Please note at times we need to limit numbers available.

BREAKFAST CLUB

As a school, we offer a FREE breakfast club to all children each weekday when the school is open. The club runs from 7.30am, with an arrival window of 7.30am to 8.00am. The children attend the club, receive breakfast and activities before they go into class for the start of the day. Parents require to apply for a place, as these are limited.

ECO GROUP



Green Flag Award.

We have a very active ECO group which comprises children, staff, governors and parents. The group have worked incredibly hard over the years to achieve both the bronze and silver awards and we are currently being assessed for our 11th prestigious



We supply the school kitchen with seasonal salad & vegetables, visit a local farm, watch the bird visitors to the gardens and are always trying to improve both our local and world environment and help organise and run our Glorious Garden Day. These are just some of the many projects we undertake.

PASTORAL CARE

Class teachers look after all the children in their care. Our aim is for each child to find all staff approachable and for relationships to be positive. We talk to children about feeling safe and provide them with strategies if they are worried about finding an adult to talk to. The use of our whole school 'Be' statements and Buddy system also helps promote the feeling of belonging and a safe space to share emotions and concerns.

Our most important Be Statement is 'Be Happy'.



CHILD PROTECTION

Parents should be aware that the school will 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, staff have no alternative but to follow County Child Protection Procedures and inform Social Services of their concern. Please find the names of the Safeguarding Leads at the beginning of this document.

SAFEGUARDING YOUR CHILD

Mundy C of E Junior School is committed to safeguarding your child and to following the recommendations laid out in 'Keeping Children Safe in Education Sept 2022', which broadly states that children and young people have rights of their own, independent of those of their parents, guardians and carers. These rights and responsibilities should be recognised and respected.

To enable all children and young people to achieve their potential, they should:

- Have their basic needs met.
- Enjoy the medical, educational, pleasure and welfare services necessary for a healthy and positive childhood.
- Live in a safe environment protected from exploitation, abuse or harm.
- Feel loved and valued and be supported by a network of reliable and affectionate relationships.
- Have a positive image of themselves and a secure sense of identity including cultural and racial identity.
- Be consulted and have their views taken into account on all matters and decisions that affect their lives.
- Be helped to develop good inter-personal skills and confidence in social situations to enable them to become competent in looking after themselves and coping with everyday living.
- Where there is a conflict of interest between parents and children, and in all decisions relating to their future, the child's interest must be given primary consideration, the school's Senior Leadership Team are the designated persons for Child Protection, should you have any queries please do not hesitate to contact them. The child protection policy is available on our website: www.mundyjunior.org.

HOW IS MUNDY JUNIOR SCHOOL KEEPING MY CHILD SAFE ONLINE?

To ensure that the children are working safely online and with devices, we follow a set of lessons which promote e-safety in all year groups. E-safety encourages the children to adopt safe behaviour on the internet and make them aware of what to do if they come across something that they are unsure of or feel threatened by. The materials and lesson plans we will be using are available online at <http://www.thinkuknow.co.uk> and on our website too. Please feel free to have a look through them. Our child centred Safeguarding information can be found on our website at: [Children's Safeguarding Page - Mundy Church of England VC Junior School \(mundyjunior.org\)](http://www.mundyjunior.org/Children's%20Safeguarding%20Page) along with our overarching Safeguarding information on: <https://www.mundyjunior.org/wp-content/uploads/2022/06/SCHOOL-POLICY-AND-PROTOCOLS-WEB-VERSION-JUNE-2022.pdf> We also share updated information during the year with our stakeholders, and as a school we encourage parents to be aware of the latest information on eSafety and our responsibility as adults to keep children safe online, modelling good practice.

MEDIA OPPORTUNITIES

We continue to become part of an increasingly multimedia society and the school undertakes a lot of activities that sometimes attract the interest of the media. For instance, we have been involved in activities such as the launch of our Horticultural and Agricultural Show, where a number of our children appeared in photos, and we have up-to-date photos of activities and sporting achievements which we celebrate on our website and newsletters. There is a *photograph and media consent form* that you will need to fill in when your child starts at Mundy CE Junior School. If you need to change any of the details regarding media opportunities during your child's time at Mundy please do contact the office.

RACIAL TOLERANCE

At Mundy C of E Junior School pupils will be prepared for an ethnically diverse society. The school works hard to promote racial equality and harmony by preventing and challenging racism. This is underpinned by our PSHE and RSE curriculum.

If anyone ever feels unjustly treated, then the school welcomes and values a response. It is in working together that we will make Mundy C of E Junior School even better.

EQUAL OPPORTUNITIES

At Mundy C of E Junior School, we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Mundy C of E Junior School are considered equal in the learning partnership. When children have special needs we make the necessary arrangements to inform parents and design specific programmes to meet their needs.

DISCIPLINE

The emphasis in school is on encouraging and rewarding good behaviour through our whole school 'Be' Statements. Let's 'Be' something positive and not focus on the negative. To this end we have a system of rewards. Both excellent work and behaviour are recognised by the issuing of 'Visas' and



badges. The Headteacher also rewards good behaviour and work through issuing Headteacher awards.

We adopt a positive approach to discipline with the emphasis on children being responsible for their actions. We also feel that a partnership with parents is necessary to achieve the school aim of developing well-mannered, responsible, caring members of society. At the beginning of each year, each teacher will discuss a set of rules for their class, based on the following school expectations:

- We always follow our 'Be' statements,
- We treat, with respect, other people's property, personal space and feelings,
- We move safely around the school,
- We try to do our best at everything,
- We show good manners to everyone.

It would be unrealistic for us to expect children's behaviour to be perfect all of the time. As a school, we are very successful at ensuring a positive approach to behaviour, which minimises problems. All classes have their own instant, positive reward systems that work alongside our 'Be' Statements which we use to guide us. They are our 'Bee-Haviour' rules!

Our 'Bee' Statements:

- 'Be' Happy (the most important one)
- 'Be' Safe
- 'Be' Caring
- 'Be' Responsible
- 'Be' Polite
- 'Be' Determined
- 'Be' Respectful
- 'Be' Trustworthy
- 'Be' Proud
- 'Be' Prepared



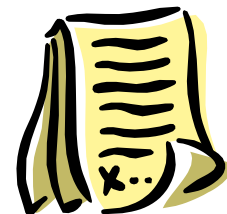
All the adults at Mundy CE Junior School treat the children with respect; this shows the children how they should conduct themselves. The children are also clear about the consequences for inappropriate behaviour. Loss of rewards in class is one possible outcome. More serious or repeated poor behaviour can result in the involvement of senior staff, the missing part of a playtime or removal from the classroom for a specified time. When we have concerns, parents are contacted and involved in working with the school to promote an improvement in behaviour.

We are always looking at ways to improve the quality and effectiveness of our approach to behaviour. We are convinced that motivation is the key to success, and we are always endeavouring to adapt our approach to make it even more positive and encouraging.

If pupils seriously misbehave, they may result in them being excluded from school for a period of time dependant on the severity of the misdemeanour. At this point, to avoid an official exclusion it may suffice for the exclusion to take place at lunchtime. If this does not result in an improvement in behaviour a formal exclusion would be the next step. The Headteacher, who would discuss the situation with the parents, would make such a decision. If you would like to view our Behaviour Policy, please see our website: www.mundyjunior.org.

BULLYING - A positive approach

An Anti-bullying Partnership



'Bullying' is an emotive word, which is often misused to describe all kinds of behaviour, including the normal minor everyday fallings-out, squabbles, rough-and-tumbles, 'sulks' that all children experience as a natural part of growing up - incidents which are soon forgotten and broken friendships which are soon mended. **Two children squabbling or falling out in**

some way is not bullying. Real bullying is sadly far more serious. At Mundy C of E Junior School, we find the following definition useful.

'Bullying is ... a pattern of unacceptable behaviour, which may take a variety of forms and is deliberately intended to cause physical and/or emotional distress.'

Bullying behaviour can be:

- Physical: e.g., kicking, hitting, taking, damaging or hiding something, which belongs to someone else
- Verbal: e.g., name calling, threats, insults
- Indirect: e.g., spreading stories or rumours, exclusion from play or friendship groups

It may be one child bullying another child or group of children. It could also be a group 'ganging up' to intimidate a single child or group of children.

At Mundy C of E Junior School this kind of behaviour is totally unacceptable and will not be tolerated. As a school we have drawn up detailed guidelines to show how we can combat bullying. These are readily available and have the full support of the Governing Body, the staff, the children, the Educational Welfare Service, Social Services, the Educational Psychologist, the local Police and the LEA, all of whom we can call on should the need arise.

We need to work together; and to tackle bullying effectively we need your help and support as parents...

The points below offer a clear framework for action:

- We are aware that bullying happens on occasions in all schools and in all walks of life.
- All of us need to be understanding and vigilant.
- Our's is a 'Telling', 'Sharing', and 'Listening' School.
- We need to know about bullying and it is 'OK TO TELL!'

All children involved in bullying receive support.

- The bully is dealt with in a firm, fair, direct manner, and strategies designed to change the bullying behaviour are put into place.
- The victim is offered support and reassurance, together with strategies to help deal with the bullying.
- All identified instances are carefully logged/recorded.

- We promise to take all concerns about bullying seriously and to investigate them thoroughly. If an incident is identified, we have clear procedures for dealing with it and your involvement as parents will be sought from the earliest possible stage.
- Your first point of contact will clearly be your child's class teacher. At the next stage, to support children, parents and staff, Miss Adair and Mrs Christie act as the **Co Anti-Bullying Coordinators (ABC)**.

The Chair of Governors has also been nominated to help us deal with concerns about bullying; please enquire at school for the relevant governor.

We cannot succeed without your full support. Help us to teach the children that all kinds of bullying behaviour is wrong; that we are all seeking to promote understanding and respect in our relationships with others, and that each individual is unique and of value in their own right. If you would like to see our Bullying Policy, please see our website www.mundyjunior.org

Cyber-bullying & Online safety

At Mundy CE Junior School, we offer a modern education supported by traditional values. A growing feature of our present age is the use of various communication devices. Mobile phones are universal and offer many facilities beyond simply the ability to make a phone call. We do not allow mobile phone use by the children in school and mobiles that are brought to school should be left at the school office during the school day.



The vast majority of phones provide free messaging, have cameras and video capacity and can connect to the internet allowing access to social networking websites. Such technology and sites can be a powerful force for good. Mobile phones and social-networking sites can help to maintain friendships and provide links between people otherwise separated by geographical distance. The internet is a vital information tool for modern life. However, there are clearly risks over content and conduct with these media. Consequently, we value pupils knowing how to use these facilities appropriately and being able to identify and respond to inappropriate use, including cyberbullying. This will be dealt with during lessons on eSafety (see our Safeguarding 'section on our website for more on this) and any breaches of safety or misconduct will be taken seriously and dealt with using the appropriate criteria.

The school expects parents to support any concerns raised following online use that then ripples into school-life.

For more details see our website www.mundyjunior.org

SCHOOL EXPECTATIONS

Alongside our overarching 'Be Statements', we try to keep our 'expectations' to a minimum, however to help the school run efficiently we would ask that the following apply:

Children should **cross the road using the Crossing Patrol provided.**

All clothing and belongings should be **marked with the child's name.**

Children should **arrive at school ready for a 9.00am start in class, gates open at 8.40am.** We cannot provide supervision before this time. Unless they are attending our on-site Breakfast club.

It is recommended that **jewellery should be removed** before coming into school.

Wristwatches taken off during games, sport or swimming lessons, should be given to the class teacher but the school cannot be held responsible for their safekeeping. Jewellery **MUST** be removed before taking part in Sport/Dance or Swimming.

Children with smart watches, must remove them and hand in, as it is a mobile phone device.

Earrings - we only allow a simple stud earring at school. Earrings need to be removed before any sporting activity commences, including swimming. We recommend that ear-piercing **takes place during the summer holidays** as earrings **must be removed** before sport or swimming activities and these activities an **integral part of the school curriculum.** It is the school policy not to 'tape' over earrings.

No child is allowed to leave the school premises without permission once he/she has arrived at school.

We do not encourage children to bring expensive items to school (mobile phones, toys, computer games, radios and any electronic equipment). The school cannot take responsibility for any items that the children bring to school, if it is necessary for your child to bring a mobile phone and any electronic item to school they must be handed in to the office at the beginning of each day and picked up at end of school.

Chewing gum is not allowed in school.

Nail varnish, temporary tattoos and hair colourants should be not worn during normal school hours.

UNIFORM CODE

The school has a uniform code and we appreciate the support given by parents in sending their children to school dressed appropriately. The Governors have decided that the children are 'expected' to wear school uniform (including appropriate sports kit). If a child does not wear school uniform consistently the issue will be raised with parents backed up by a letter where necessary. Should this not resolve the matter, the issue would be referred to the governing body who will write to the parents explaining that failure to comply could result in sanctions being taken and ultimately in extreme situations, exclusion.

UNIFORM

The school uniform is a maroon sweatshirt, cardigan or fleece as well as a white shirt with the embroidered school logo, grey or black trousers, grey or black skirt or tunic and black

shoes. Uniform can be ordered through school as can the white polo shirt for summer wear.

For sport and games lessons as well as any of our After School Clubs, children should change into shorts/skirts and a P.E. vest and plimsolls (black or white), PE shorts should be black or navy and your child's vest or T-shirt should be plain white. Children without suitable clothing are not allowed to do sport and games. Heavy boots are not suitable for games or sport.

We have been advised by Heanor William Gregg Leisure Centre that for when they attend swimming lessons children require:

- Up to mid-length shorts for boys (No board shorts).
- Full swimming costume for girls.
- Hair tied back.
- Remove stud earrings and/or wrist watches and give them to a teacher.
- No tattoos or hair colouring.
- **It is vital that all items are clearly labelled.**

School stores a limited amount of uniform for parents to purchase but a termly order can be placed. Prices vary according to supplier's costs. There is an order form attached to the back of the brochure or you can find it under 'forms' on Weduc. If you wish to order uniform please send both the form and payment into the office.

The school also has a stock of 'pre-loved' uniform if you wish to stock up on spare.

If your child does not have the required PE kit, the school will contact you.

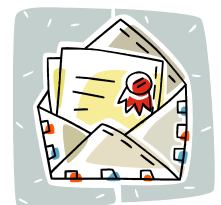
WEDUC - our communication system

As an ECO School with our 10th Green Flag, we try to reduce our paper waste, therefore we use a paperless system for communication called Weduc. Here we will send out messages, post news, attach letters and information as well as provide forms for trips as well as our Data Collection (ie emergency contacts etc) system. We do however require parents to download the app (details will be sent to you on how to download our app) If you have any problems, please do not hesitate to contact us.

ATTENDANCE AND REPORTING ABSENCES

We are legally required to keep a record of absences. Most absences are authorised e.g.:

- Sickness
- Medical appointments
- Education elsewhere
- Circumstances beyond anyone's control



WHEN YOUR CHILD IS ILL OR ABSENT

If your child is ill or unable to attend school for any reason you must inform the school office **by 9.15am** on the day of the absence. We will ask for the reason your child is ill and may ask you to stay in touch daily until your child returns to school. The children are our highest priority, so if we do not receive a phone call, we may well follow it up with a home

visit. We have a responsibility to know, in term time, where the children are when they are not in school.

When your child returns to school, a letter must be sent to explain the absence, this can be done through our Weduc system. **We also need to see any appointment cards either for dentist, doctor or hospital if these appointments require to take place in school time.** This will be kept with our attendance records. If you do not inform us of your child's absence, we will issue a letter asking for the reason. If we do not receive a reply, the absence will be logged as unauthorised.

HOLIDAY REQUESTS IN TERM TIME WILL NOT BE AUTHORISED

The school have a very clear policy on attendance and holidays in term time. There is a protocol to follow which comprises filling in an Exceptional Circumstances Leave of Absence Form. This must be submitted to the school at least two weeks prior to any absence, your request will be processed and you will receive a letter from the school office. Please note that it is the school's policy to deem all holiday requests in term time as being unauthorised (please see our Attendance Policy and information). Only in exceptional circumstances will a holiday request be authorized. **From 1st September 2017, if requested, Derbyshire County Council will issue a penalty notice for any period of holiday absence which has not been authorised by the school regardless of a child's wider school attendance.**

Please may we point out that if your child's absence is unauthorised your application will be submitted to the authority to be assessed for legal action, this will most likely incur a fine.

LATENESS

At Mundy Junior School, we treat lateness seriously; your child should arrive at school between **ready to be registered in class by 9.00am**. If your child does not register at school by **9.05am your child will receive a late mark**. If your child is not registered by **9.10am your child will receive a post registration mark which is classified as unauthorised**. Unfortunately, if your child receives several of these late registrations, we are duty bound to inform the appropriate authorities. It is within our rights to submit this information to the authority for legal action.

ATTENDANCE TARGET

- Our school attendance target is 98%.
- If your child's attendance drops below 96% then you will receive communication from school to make you aware that this is the case.
- If your child's attendance drops below 92% you will be asked to meet with a Senior Leader.
- If your child's attendance drops below 90% this will be classed, by Derbyshire, as persistent absence and further action may be taken including a referral to Education Welfare.

NUMBER OF CHILDREN ON ROLL 2024 is 194

SCHOOL ATTENDANCE

AUTHORISED SCHOOL ABSENCE	AUTHORISED LOCAL AUTHORITY ABSENCE	AUTHORISED NATIONALLY	PERSISTENT NONATTENDERS SCHOOL	PERSISTENT NONATTENDERS LOCAL AUTHORITY	PERSISTENT NONATTENDERS NATIONALLY*
2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021
2.8%	3.8%	4%	2.1%	7.2%	8.2%
* National figures most recently published/ total half days missed unauthorized and unauthorized expressed as percentages					

MEDICATION IN SCHOOL

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed.



Parent/Carer's Responsibility

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents/carers should make arrangements to administer medicines at home. However, when it is thought necessary for a student to take medication during the school day, a written consent form must be completed by the parent/carers giving clear instructions regarding the required dosage and instructions. A doctor's (or health professional's) note should also be received to the effect that it is necessary for the medicine to be administered during school hours. Children who use inhalers are allowed to keep them with them in the classroom and use them when required, they must take them to the swimming baths or they will not be permitted to swim. Please ensure that you label your child's inhaler and medicines with his/her name and all medicines should come in their original packaging.

CHARGING and REMISSIONS POLICY

As a school we recognise that no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc. during school hours. However, whilst we accept this in principle, as a Governing Body we recognise that our resources are finite and that sufficient voluntary contributions are essential to enable certain activities to take place.

VOLUNTARY CONTRIBUTIONS

We, as a Governing Body, may request a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School equipment.
- School funds generally

The contribution is voluntary and the pupils of parents who are unable or unwilling to contribute would not be discriminated against. However, if we do not receive enough voluntary contributions to make the activity possible, then the activity would have to be cancelled.

RESIDENTIAL TRIPS

The school is able to charge parents for board and lodging costs for residential trips, except for parents who receive:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside hours, or forms part of the National Curriculum or the syllabus for Religious Education. We reserve the right however, to cancel a residential trip if we cannot cover our costs.

PHOTOCOPYING

We allow a limited amount of community/private photocopying at the cost of 5p per A4 copy and 10p for A3.

HEALTHY TUCK

At Mundy C of E Junior School we promote healthy eating. The Governors have made a clear policy that both chocolate and crisps are not allowed in School at break times and that we encourage a healthy meal during the lunch period. The school provides a limited amount of free healthy tuck for all pupils, presently funded by our PTA. Children can also bring their own healthy snacks for morning playtime. Ours is a 'Healthy Tuck Shop', with fresh fruit & vegetables being available.



SCHOOL DINNERS

Dinners are cooked in our own School Kitchen. Dinner money is collected on Monday mornings (currently £16.25 for the week (£3.25 per day) in a named envelope or through bank transfer (please enquire at the office for details). If you think your child is eligible for free dinners, the necessary form



may be obtained from school, the school can authorise your application, so please do not hesitate to contact the office staff. Sandwich meals may be eaten at school (No glass bottles, cans or fizzy drinks please). We often run themed days which can involve parents and family so watch out for this information.

THE PARENT TEACHER ASSOCIATION

The P.T.A. is organised for the benefit of the children in the school. All parents are automatically members of the association and may attend any meeting or function. Parents who no longer have children at the school may continue to be members of the association.

The PTA's programme usually consists of:

- Bingo Evenings
- Coffee Mornings
- Discos
- Annual trip to the pantomime/cinema
- Visits and outings
- Other fund-raising events

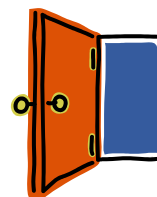


We hope that you will support all P.T.A. activities. Money raising efforts have been organised to purchase large pieces of equipment.

DOCUMENTS AVAILABLE FOR PARENTS AND HOW TO SEE THEM

The following documents are available for parents to see;

- Policies and schemes of work, Prospectus, Inspection Reports, DCSF Circulars, Statutory Instruments.
- Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. You will have been issued with a Fair Processing Document which explains the school's compliance with GDPR.
- If you would like a paper copy please look on our school website or write to the Headteacher. An appropriate charge will be made for photocopying expenses. (N.B. some documents are subject to copyright).



WHISTLE BLOWING/COMPLAINTS

The Confidential Reporting or Whistle Blowing document and the Complaints procedure, which gives guidance and advice on how to make a confidential complaint, can be found at www.mundyjunior.org.

FAIR PROCESSING & GDPR

The School, Local Education Authority, Department for Children, Schools and Families and the Curriculum Authority all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998 and the new GDPR guidelines 2018. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. You will be issued with a Fair

Processing Notice when you first start Mundy CE Junior School as will be updated as appropriate. Please visit our website www.mundyjunior.org (GDPR) for further details.

Assessment at the end of Key Stage 2 Dates

Key Stage Two Assessments take place for Year 6 children typically through the second week of May each year. These tests are currently compulsory for all Year 6 children.

Assessment at the end of Key Stage 2 (SATs) take place in the summer term every year; we have a very strict policy on absence during this period, any holiday requests will be automatically logged as unauthorized.

Please use our website to find other key calendar dates.

www.mundyjunior.org

'Let Love and Kindness be the motivation behind all that you do'

(1 Corinthians 16:14)

SCHOOL UNIFORM ORDER FORM



If you have any uniform requirements please send details on the form below.
Please return your order to school with payment enclosed
cheques made payable to Mundy C of E Junior School.

Garment	5 to 6 years	Number required	7 to 8 years	Number required	9 to 10 years	Number required	11 to 12 years	Number required	13 years	Number required	Small Adult	Number required	Med Adult
Sweat Shirt	£10.0		£10.0		£10.0		£10.0		£10.0		£14.0		£14.0
Cardigan	£12.0		£12.0		£12.0		£12.0		£12.0		£18.0		£18.0
Fleece	£15.0		£15.0		£15.0		£15.0		£15.0		£20.0		£20.0
Shower Proof Jacket	£18.0		£18.0		£18.0		£18.0		£18.0		£20.0		£20.0
Polo Shirt	£7.0		£7.0		£7.0		£7.0		£7.0		£10.0		£10.0
Plain PE T-Shirt	£4.0		£4.0		£4.0		£4.0		£4.0		£4.0		£4.0
PE T-Shirt with logo	£5.0		£5.0		£5.0		£5.0		£5.0		£6.0		£6.0

Childs Name: Class:

Total Paid: Date:

Bank details: MUNDY C OF E JUNIOR SCHOOL.
SORT CODE: 30:90:90
ACCOUNT NO: 42424068

Every School Day Counts

Days off add up to lost learning.

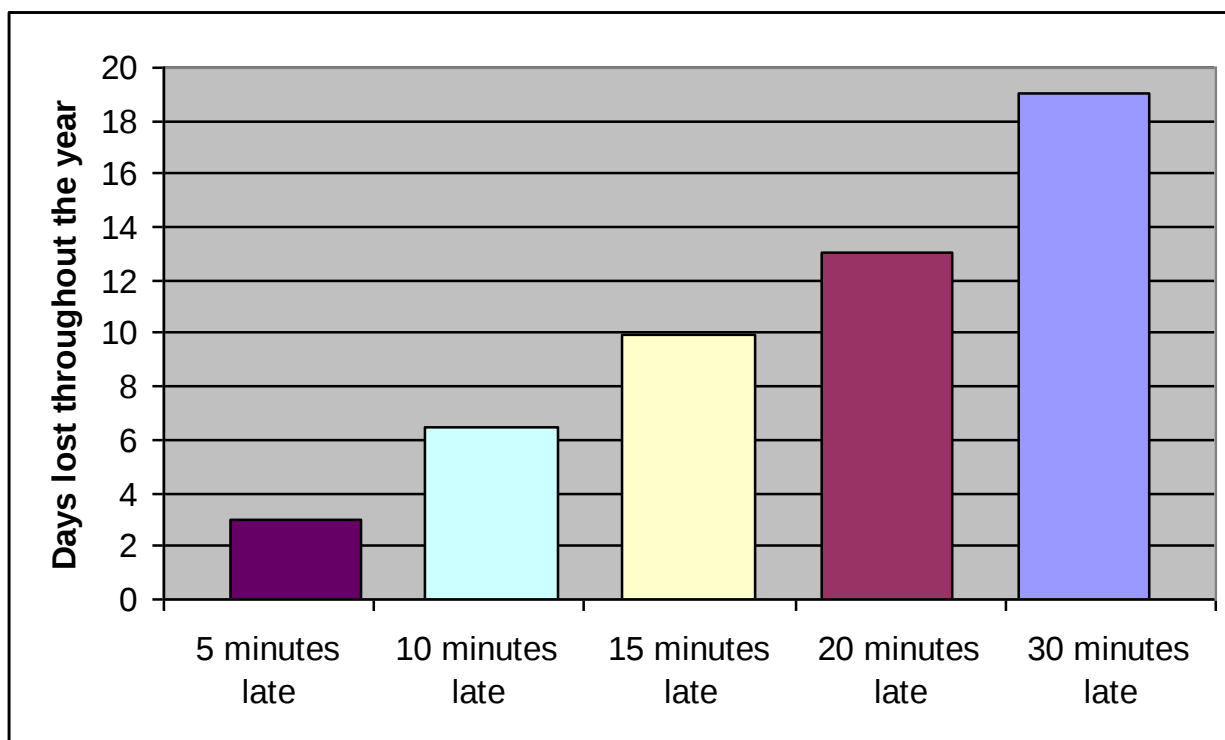
↑ 365 days in each year ↓	175 non school days a year → To spend on family time, visits, holidays, shopping, household jobs and other appointments				
	190 school days in each year	12 days absence			
		178 days of education	19 days absence		
			171 days of education	29 days absence Half term missed	
				161 days of education	38 days absence
					152 days of education
	100% to 95%	94%	90%	85%	80%
GOOD Best chance of success.	WORRYING Less chance of success		SERIOUS CONCERN Not fair on your child Possible legal action		
	YOUR CHILD IS IN A GOVERNMENT CATEGORY OF PERSISTENT ABSENTEE				

If you are worried about your child's attendance please talk us.

Every School Day Counts

Being late adds up to a loss of learning

- If your child is 5 minutes late every day that adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year.



If your child arrives late after the close of the register, without good reason, the absence may be marked as unauthorised absence.

If you are worried about your child's attendance please talk to us.