

# **Our School**

*Donington Cowley Endowed Primary School  
Towndam Lane  
Donington  
Spalding  
Lincolnshire  
PE11 4TR*

*Telephone: 01775 820467  
Fax: 01775 821866  
Email: [enquiries@cowley.lincs.sch.uk](mailto:enquiries@cowley.lincs.sch.uk)  
Website: [www.cowley.lincs.sch.uk](http://www.cowley.lincs.sch.uk)*

*Headteacher: Mrs M J Faulkner B.Ed.(Hons.) N.P.Q.H  
Chair of Governors: Mr Rob Cole*

## **VISION**

*To create a caring, happy and vibrant school where children are challenged and inspired to achieve their full potential, whilst developing a love of learning that will continue to enrich and motivate throughout life.  
'We strive for success for all'*

## **Information about our school**

Our school serves the communities of Donington, Bicker and the surrounding villages. Donington Cowley Endowed Primary School has nine classes. The school has approximately 260 children, their age ranges from 4-11 (R-Y6). The school was originally built in the 1950's. However, since then further classrooms have been added. The school has a separate music/art room, library and ICT suite. The extensive playing fields are used throughout the year by ourselves, the local secondary school and the local junior football team. Visits are welcome by appointment.

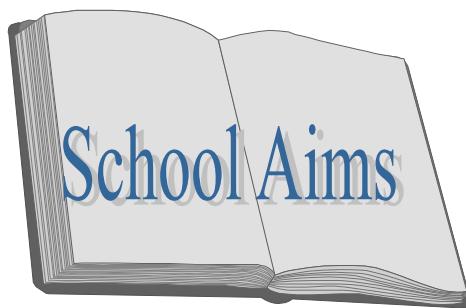
## **The Ethos of our School**

At Donington Cowley Endowed Primary School we offer children and their families a high quality education. Our children take pride in their achievements which are recognised and rewarded.

We foster caring attitudes, considering and appreciating others. Time is spent developing self-esteem, self-discipline and positive attitudes with the child remaining at the centre of all teaching and learning. Our school is safe and friendly with the children being encouraged to value and protect it.

Our school is a place for all our children to lay the foundations for the future in an atmosphere of co-operation and tolerance.

Parents are warmly welcome in school. They are encouraged to openly discuss any concerns and to play an active part in the life of the school. In partnership, we aim to develop the potential of every individual.



## **Donington Cowley Endowed Primary School aims to**

- create a happy and secure community in which all individuals feel valued and respected
- develop a sense of pride, purpose, self-motivation and autonomy
- positively promote the moral, spiritual, cultural and social development of all our children
- create an exciting, stimulating, welcoming environment where children come eagerly to learn
- help children to develop a love of learning and to apply themselves successfully to tasks
- help each child to use language and mathematics to communicate effectively and with confidence
- challenge and stimulate a child's natural talent, curiosity and imagination
- help children to develop lively enquiring minds, the ability to argue rationally and to acquire knowledge and skills relevant to an ever changing world
- explore and extend a child's creativity and sensitivity via all aspects of curricular provision
- encourage an understanding in all curricular areas, developing practical skills and an awareness of the immediate and wider environment
- encourage children to behave responsibly, showing concern and respect for people and property
- establish an effective partnership between home, school and the community which is fundamental to the well-being of the children and the success of the school
- offer equal opportunity and experiences irrespective of race, religious belief, gender or social background

# The Curriculum

At Donington Cowley Endowed Primary School the curriculum we offer is:

- Broad** a wide range of knowledge, understanding and skills being taught.
- Balanced** with sufficient time being allocated to each area of learning.
- Relevant** to the child's own experience, to today's world and the society in which we live.
- Differentiated** matching a child's aptitudes and abilities to what is taught.

We meet the requirements laid down by the National Curriculum and work closely to the Schemes of Work in all subjects.

<b>Core subjects:</b>	English Mathematics Information and Communications Technology Science	<b>Foundation subjects:</b>	History Geography Design and Technology Art Music P.E.
-----------------------	--	-----------------------------	---

We also study Religious Education, French, Environmental Education and Personal, Social and Health Education.

Our planning is carried out on a whole school basis so that there is progression and continuity in all subjects. The teachers work closely together so that everyone is aware of the experiences provided for each child as they move through the school. Each child is regularly assessed. This allows us to check progress and informs our future planning.

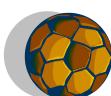
At Donington Cowley Endowed Primary School we provide a lively, active and challenging curriculum in a stimulating environment.

## Educational Visits

Children will participate in a variety of visits in connection with their work. These range from excursions into the locality to day and residential visits further afield. These visits play a vital role in the learning process and it is hoped that parents will encourage and support their children. On most educational visits we ask for a voluntary contribution to go towards the costs, as the 1988 Education Act states that we are not allowed to charge for activities taking place in school time.



## Extra-Curricular Activities



We believe in the importance and value of organised but additional activities. The range offered to the children varies according to individual members of staff, weather conditions and demands from our local community. Clubs running within different terms of the year include football, netball, cricket, rounders, gardening, ICT, art, country dancing, modern dance, cheer leading, recorders, choir and orchestra, chamber group, Japanese, and Irish. In addition, children have opportunities to receive instrumental tuition from peripatetic staff.



## Homework

We recognise the value of the children working at home with parents whilst appreciating the need to relax and spend time with their families. In Reception, homework will consist of reading, high frequency words, literacy and numeracy. This increases into longer, more demanding tasks as the children grow older.



## Music

All children are given the opportunity to learn the recorder from Year 3 onwards. Individuals are offered a chance to play the cello, violin, keyboard, flute, clarinet and brass. There are many opportunities for the children to perform in public and we are proud of the standard attained by the children. Parents are encouraged to attend concerts which are arranged from time to time throughout the year.

## Swimming

Year 3 children are given the opportunity to be taught to swim at Spalding swimming pool. Experienced, qualified instructors teach small groups of children. The children are accompanied to the swimming pool by a teacher, teaching assistant and volunteer parent helpers. The children are taught according to their abilities and their experiences. Swimming is taught throughout the year.



## **Special Educational Needs and Disabilities**

All children have complete access to the National Curriculum. We have assistants in school to support those children with Special Educational Needs and Disabilities. All school work is differentiated to ensure all tasks are well matched to a child's ability. Some children are provided with additional help in the classroom; for others we seek alternative professional advice. Our more able children are offered small group teaching situations in which the children's thinking in English and Mathematics is challenged and stretched.

Parents are fully informed in all aspects of provision for their children.

We also employ systems to identify Gifted (pupils with a high level of general ability) and Talented (pupils with a particular talent for – e.g. Music, Art, Sport etc) children. These children are provided with suitably differentiated work in class plus a range of specialist teaching. In addition the school provides a comprehensive range of extra-curricular and enrichment activities which enable pupils to extend their abilities.

## **Religious Education**

R.E. and Personal, Social, Health Education (P.S.H.E.) are taught throughout the school in accordance with the Local Authority guidelines. It helps the children to gain a better understanding of Christianity and other faiths. We have close links with Donington Parish Church and attend church at least once a term.

An Act of Collective Worship is carried out every day in school. Parents have the right to withdraw children from R.E. and/or Acts of Collective Worship. Appropriate supervision for any child withdrawn will be provided.

## **Foreign Languages**

At Donington we understand the importance of studying the language and culture of different countries. French is taught from Reception through to Year 6.

As part of our extra-curricular menu Japanese and Irish are also offered during the year.

## **Sex and Relationships Education**

We aim to give the children an understanding of growth and change by considering the stages of physical and emotional development. This is taught as part of a broad and balanced Health Education programme.

## **Liaison with Secondary School**

The 11+ selection procedure operates in this area and this takes the form of a number of tests taken during Year 6. Children from our school transfer to a selection of Secondary Schools in the immediate area including:

Boston High School  
Boston Grammar School

The Thomas Cowley High School, Donington  
Spalding Grammar School  
Spalding High School

You and your child will be given the opportunity to attend a variety of meetings, ask questions, meet members of the staff and make preliminary visits to the school.

We strive to provide you with the information necessary for you to make the most appropriate choice of school.

# Working Together

## Parents in School

We hope that all parents will become fully involved in the life and work of the school. By working in partnership, fostering good relationships and developing a shared understanding we will ensure your child has maximum support and encouragement.

All parents are warmly welcome into school at any time to talk to us. During the year there are formal opportunities to discuss your child's progress and achievements. In addition, parents are welcome to attend occasions such as Harvest Festival, class assemblies, Sports Day and various concerts. Written reports are sent to you at the end of the Summer Term. Further information regarding subjects taught will be sent to you on a termly basis.

If you would like to help in school please do not hesitate to contact either your child's class teacher or Mrs Baxter in the office. It is a rewarding experience for all. All volunteers will be subject to an enhanced CRB check.

## The Governing Body

The Governing Body consists of 9 members. Regular meetings are held to discuss school issues and monitor the efficient and effective organisation of the school. The Governing Body is supportive of the staff, pupils and parents, working together to provide the highest quality education.

## Community Links

Donington Cowley Endowed Primary School is part of the wider community. We have strong links with Donington Parish Church and we are involved with many local events such as the Flower Festival.

## Admissions

Children are admitted to our school in the September following their fourth birthday. Donington follows the admissions policy of Lincolnshire County Council, this policy can be found at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Places for our Reception Class must be applied for using the school admissions form either by collecting an admission pack from school or completing the form online. Admission packs become available in the Autumn Term before your child is due to start school the following September. Parents who have expressed an interest in Donington School are notified when the packs are ready for collection. Admission arrangements for pupils with disabilities or Special Educational Needs can be found on the above website. Ramped entrances provide access and disabled toilets are installed in the school.

Mid-year applications (i.e. Year 1 – Year 6 places) follow the same pattern; places must be applied for through Lincolnshire County Council Admissions Team, although parents are welcome to approach school for advice, information and guidance on this process.

## **Illness or Accident at School**

If your child becomes ill at school, you will be contacted and asked to take them home. It is very important that we have an up to date contact number in case of emergency. In addition to your home number, we require another emergency number. Unless urgent, parents are responsible for transporting their children to hospital or for medical treatment. Minor accidents are dealt with by ancillary or teaching staff and you will be notified of the incident by letter. For accidents requiring further care we will try to contact you first, but will deal with the matter promptly.

Outbreaks of head lice happen from time to time. There are no routine inspections made in school. Parents are requested to check their child's hair on a regular basis. The school nurse is in regular contact with the school and is available to give help and advice on medically related problems. The nurse can be contacted through school.

## **Medicines**

Where a child requires medication during the school day it is usual practice for parents or carers to come into school to administer prescribed medication such as antibiotics to their child as necessary. However, there are exceptional circumstances where this is not possible and as a school prescribed medication may be administered in the following special circumstances.

- Where it is not possible for the parent or carer to come into school to administer the prescribed medication.
- In the case of chronic illness such as diabetes, epilepsy, asthma, hay-fever, severe allergy.

The medication should be fully labelled with the child's name and with clear dosage instructions and accompanied by a signed consent form for administration of medicine, (*available from the school office*). Asthma, diabetes medication and epi-pens are kept by the child's class teacher in a medicine drawer; all other non-chronic medication will be stored in the school office. The expiry date on long term medication such as inhalers and epi-pens is checked at the end of each term and returned home for parents to renew where necessary; all medication is returned home at the end of the Summer Term.

Children who are not at their best cannot cope with the rigours of school life and the best place to be is at home being cared for by an adult. This is especially important with children suffering from sickness and/or diarrhoea, where we would recommend that children stay at home for 24 hours after they last vomited and 48 hours after they last had diarrhoea.

## **Medicals**

The School Nurse carries out a weight and measures check on Reception children during their first year at school and again in Year 6. A general health questionnaire is sent out to parents from the School Nurse team. Should you have any concerns about your child the Nurse can be contacted on 01205 367358 – option 5.

## **Attendance**

If your child is absent from school, it is essential that a note or telephone call, explaining the reason for the absence reaches school by 9.30am. If there has been no message, the school will contact you by 10.00am.

Cases of persistent lateness and unexplained absences will be followed up by the Headteacher.

We cannot allow children out of school for any reason unless we have prior written or spoken permission.

Absence due to holidays will not be authorised. However if you have an exceptional circumstance which is unavoidable then you need to write to Mrs Faulkner with details of the length of absence requested and the reasons for the term time lack of attendance. Mrs Faulkner is not required to authorise any term time absences for holidays at all and it is completely at her discretion as to what is a special circumstance.



## **Lunchtime Arrangements**

Hot meals are currently provided by Willoughby Foods Ltd at £2.30 per day. These are ordered a fortnight in advance; menus are sent out on a Thursday and must be returned with payment by the following noon, the following Tuesday. Children may bring a packed lunch if they prefer. We ask that drinks should be brought to school in strong plastic containers and no fizzy drinks.

Children eat their packed lunch in their own classroom and hot dinners in the school hall; they are supervised by midday supervisory staff. The Headteacher or a Senior Member of Staff is always available for lunchtime emergencies.

All children in the Reception Class, Year 1 and Year 2 are able to have a hot school meal, without charge. This is in line with Government arrangements.

**You may also have heard about the ‘Pupil Premium’ which is a sum of money given to the school to support and enhance the education of children who qualify for Free School Meals. For this reason, if you are in receipt of any of the benefits listed below we would ask you to call 01522 782070 or go to [www.lincolnshire.gov.uk/parents/schools/free-school-meals/](http://www.lincolnshire.gov.uk/parents/schools/free-school-meals/) and still make your application.**

This may trigger additional funding for the school:

- Income Support
- Income-based Job Seeker’s Allowance
- Income-related Employment and Support allowance
- Support under part VI of the immigration and asylum act 1999
- The guarantee element of state pension credit
- Child Tax Credit provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190.
- Working Tax Credit ‘run-on’ – the payment someone may receive for a further 4 weeks after they stop qualifying for Working Tax Credit.

**If you wish to clarify any of these points please speak to Mrs Baxter in the School Office.**

## **Break time Snacks**

Sweets or chocolate are not allowed in school. For break time children may bring a drink and/or plain biscuits or fruit for a snack. Infant children receive free fruit as we belong to the National Fruit Scheme. Children in the Reception Class currently receive free milk.



## **Cycling to school**

Children in transit between home and school are legally regarded as being in the care of their parents. Thus the school neither gives permission for, nor forbids children cycling to school. Bicycles kept in school must be stored in the cycle shed.

For pupil safety we do not want cycles to be ridden across the car park, the playground area or the school field.



## **Jewellery**

In the interests of health and safety jewellery and earrings are not permitted to be worn in school. If your child has pierced ears we ask that only small plain studs are worn.

## **Complaints Procedure**

We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All the staff in school and Governors are dedicated to achieving this aim.

However, from time to time, it is possible that you feel we have not lived up to your expectations. If this is the case please let us know immediately. Teaching staff are available both before and after school. The Headteacher is available also and is always happy to meet with you to address any issues swiftly. The school has a complaints policy which is available on our website or from the school office.

# School Information

## School Times

### Infants and Juniors:

<b>Morning session</b>	<b>8.55am</b>	-	<b>12.10pm</b>
<b>Afternoon session</b>	<b>1.10pm</b>	-	<b>3.15pm</b>
<b>Playtime</b>	<b>10.25am</b>	-	<b>10.40am</b>
<b>Lunchtime</b>	<b>12.10pm</b>	-	<b>1.10pm</b>

The staff are responsible for the safety of the children 10 minutes before the start of the morning session. Bus children will be supervised in the playground area from 8.30am. Unless your child travels on the bus please ensure that they do not arrive in school before 8.45am as there may be no supervision for the children and the school cannot be held responsible for your child's safety.

Please help us by making sure your child is in school by 8.55am. All late arrivals are recorded, in accordance with the Government guidelines.

## Organisation of Classes

Children spend seven years with us, joining the school in the reception year. Some of the classes are mixed age groups so that smaller class sizes can be maintained. At the age of eleven the children transfer to Secondary Education.

At the end of each Key Stage assessments are made. Parents are notified of the levels reached by their children in the annual report.

## **Girls**

White blouse/White aertex type blouse

Scarlet, Donington Cowley Endowed Primary School cardigan or sweatshirt

Medium grey skirt, tunic or trousers

White, red or grey socks or tights

Sensible warm and waterproof coat

Black, navy or brown shoes

### **Summer Options:**

Red/white gingham dress

Black, navy, brown or white sandals

## **Boys**

White shirt/white aertex-type shirt

Scarlet, Donington Cowley Endowed Primary School sweatshirt

Medium grey trousers

Grey socks

Sensible warm and waterproof coat

Black, navy or brown shoes

### **Summer Options:**

White shirt/white aertex-type shirt

Medium grey shorts

Black, navy, brown shoes

## **P.E. Kit for Girls and Boys**

Plimsolls, preferably slip –on type, especially for Infants

Trainers for outdoor P.E.

Navy/ Black shorts

Navy/ Black Joggers for outdoor P.E.

Team colour T-shirt

Team colour sweatshirt

P.E. bag

## **Swimming Kit Year 3 only**

Swim wear as appropriate for school

Swimming hat

Plastic bag for wet clothing

Towel

## **School Uniform**

## **Items Available from School**

School cardigans, sweatshirts, P.E. T-shirts/sweatshirts, book bags, sun/winter hats, fleeces and reversible coats can be purchased in school. We keep most items in stock however on occasions some items need to be ordered.

### **Please remember that:**

- **For safety reasons, jewellery and earrings are not permitted to be worn in school. If your child has pierced ears we ask that only small plain studs are worn.**
- **it is essential that all items of clothing are clearly labelled with your child's name**

## **Personal Property**

Pupils are responsible for the security of their personal possessions. Children are not allowed to bring toys or games into school unless specifically asked by the teacher. Apart from essential money, for example for trips, no other money should be brought into school.

Lost property found in school is collected and at the end of each term the children are given the opportunity to recover lost items.

## **Car Parking**

The school car park is used for the arrival and departure of buses from 8.15 a.m. to 9.00 a.m. and from 2.45 p.m. to 3.30pm. Parents are **not** permitted to use the car park at any time of the school day. For the safety of children not brought by bus, the front gate of the school must be used.

## **Conclusion**

We hope that you have found this brochure helpful and that we have answered most, if not all of your questions and concerns; if you still have any worries or queries please do not hesitate to contact the school.

We look forward to meeting you.

Happy children make a happy school.

School Achievement Award Winner

Best Wishes

Everyone at Donington Cowley Endowed Primary School



# The Team at Donington Cowley Endowed Primary School

<p><b>Teaching Staff</b></p> <p><b>Headteacher - Mrs M. J. Faulkner</b></p> <p>Mrs L Farrow                                  Mrs H Woodlock  Mrs S Ogden                                  Mr K Garfield  Mrs Ashwell  Mrs I Williams  Mrs D Hutson  Mrs F Tubb  Mrs H Emery  Mrs E Thompson  Mrs Kitt  Ms G Melia  Mrs S Dougill</p> <p>Art Specialist – Mrs B Skanski-Such</p>	<p><b>Governing Body</b></p> <p>Chair of Governors – Mr R Cole (LA)  Vice-Chair – Mrs G Lunn (Co-opted)  Mrs J King - (Foundation)  Vacancy – (Foundation Ex-Officio)  Vacancy - (Parent)  Mrs J Fearn (Parent)  Mrs B Hasler (Parent)  Mrs E Thompson (Staff)  Mrs M Faulkner (Headteacher)</p> <p>Clerk to Governors – Mrs R Nicolaou</p>
<p><b>Non-Teaching Staff - Teaching Assistants</b></p> <p>Miss A Hockin                                  Mrs V Smith  Miss D Taylor                                  Mrs C Howarth  Mrs K Fenton                                  Mrs N Routh  Mrs J Wesley                                  Mrs L Poutney  Mrs S Guilliatte                                Mrs K Cade</p>	<p><b>Non-Teaching Staff</b></p> <p>Senior Administrator/Heads P.A. - Mrs J Baxter  Administrator - Mrs R Nicolaou  Finance Manager – Mrs A McGill  Site Manager – Mr S Cowley  Midday Supervisors - Mrs T Roper,  Mrs C Howarth, Ms J Bourn, Mrs J Wesley,  Mrs S Guilliatte, Mrs L Poutney,  Mrs V Smith, Miss A Hockin, Mrs D Taylor,  Mrs N Routh, Mrs K Fenton</p>
<p><b>Working in Partnership:</b></p> <p>COWLEY</p> <p>Parent helpers.  Nursery &amp; pre-school groups .  The local church community.  The local community.  Local business.  Secondary schools.  The Cowley Trust.</p>	<p><b>Outside Bodies</b></p> <p>ENDOWED PRIMARY SCHOOL</p> <p>School Nurse and Health Services.  The Specialist Teaching and Applied Psychology Service.  Emotional and Behavioural Support Service.  Education Welfare.  Speech and Language Services.  Social Care.</p>

# The School Year

## Autumn Terms 2017

Term 1 Begins	Tuesday	5 <sup>th</sup>	September	2017
End of Term 1	Friday	20 <sup>th</sup>	October	2017
Term 2 Begins	Tuesday	31 <sup>st</sup>	October	2017
End of Term 2	Tuesday	19 <sup>th</sup>	December	2017

## Spring Terms 2018

Term 3 Begins	Tuesday	2 <sup>nd</sup>	January	2018
End of Term 3	Friday	9 <sup>th</sup>	February	2018
Term 4 Begins	Monday	19 <sup>th</sup>	February	2018
End of Term 4	Thursday	28 <sup>th</sup>	March	2018

## Summer Terms 2018

Term 5 Begins	Monday	16 <sup>th</sup>	April	2018
<b>May Day Holiday</b>	<b>Monday</b>	<b>7<sup>th</sup></b>	<b>May</b>	<b>2018</b>
End of Term 5	Friday	25 <sup>th</sup>	May	2018
Term 6 Begins	Monday	4 <sup>th</sup>	June	2018
End of Term 6	Friday	20 <sup>th</sup>	July	2018