



# Doddinghurst C.of E. Voluntary Controlled Junior School Prospectus



Essex County Council



The Church of England  
in Essex and East London  
Diocese of Chelmsford





# D o d d i n g h u r s t C o f E J u n i o r S c h o o l



## Doddinghurst Church of England Voluntary Controlled Junior School

Church Lane  
Doddinghurst  
Essex  
CM15 0NJ

Phone: (01277) 821064

Fax: (01277) 823714

Email: [admin@doddinghurst-jun.sch.essex.uk](mailto:admin@doddinghurst-jun.sch.essex.uk)

Web: [www.doddinghurst-jun.essex.sch.uk](http://www.doddinghurst-jun.essex.sch.uk)

- Doddinghurst School is a Church of England Voluntary Controlled Junior School
- Essex is our Local Education Authority
- Number of pupils at January 2012 – 229
- Number intended to be admitted in each academic year is 60
- Chairman Mr Alan Smith

## Welcome to Doddinghurst C of E Junior School

*Your child has only one opportunity for a good education,  
and our aim is to provide it.*

Dear Parents / Carers,

Thank you for showing an interest in our school and finding out how we prepare our pupils as lifelong learners. Doddinghurst C of E Junior School promotes a Christian ethos, which sets out to provide our pupils with traditional values and to have respect and consideration for others. Our pupils are polite, well behaved, studious and caring which makes the school a happy and achieving place to learn.



We are delighted that you are considering sending your child to our school and we feel confident that this school prospectus will provide you with crucial information about the school. We are proud of our school so we would encourage you to come and see the school in action.

I am always pleased to show parents around our school and I look forward to meeting you and your child. If you would like an appointment please contact the office.

Yours sincerely

Mrs. M. Cooper  
Headteacher

### Mission Statement

As a school we are committed to the belief that God made all people equal and all people have a right to make the most of their gifts. We give each child the opportunity to fulfil their potential, in whatever direction their ability lies. They are encouraged to accept responsibility for their behaviour as they mature.

We aim to give children an experience of a wider world in which they are not perceived only in terms of race, social background, academic ability or income.

### Admissions

The school is a 7-11 co-educational junior school with a capacity of 240.

Pupils will be admitted at age 7 without reference to ability or aptitude. The number intended for admission in each academic year group is 60.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- Where the child is a 'looked after' child by the LA
- Where the school is named in a statement of Educational Needs
- Where a child has a brother or sister currently attending the school
- Children living within the existing Priority Admission Area for the school (map available on request)
- Where there are medical grounds (supported by a doctor's certificate) for admitting the child
- Other children based on the proximity of the child's home to the school as measured 'as the crow flies' on a map, with those living nearer being accorded the higher priority.



Arrangements for appeals against non-admission are dealt with by the Local Authority.

## Description of the School

Doddinghurst Church of England (VC) Junior School was opened in 1856 as the Rector's School.



The school comprises eight individual classrooms, which have lovely views over the school playing fields and the countryside beyond.

There is a large assembly hall which is used for PE and assemblies. At lunch times it is used as a dining hall and hot meals are provided by a nearby school.

We have a playground and large playing fields with adventure trail and gym trail. We are also fortunate to have approximately one and a half acres of woodland that is used for environmental studies. We are developing the outside learning environment to allow the children the opportunity to explore a range of habitats to reinforce the Science curriculum and to extend their learning further.

## School Aims

- To promote an ethos and understanding of the Christian faith
- To give every child the confidence and high self-esteem to persevere in attaining the highest level of excellence within his or her capability
- To deliver an enriching and stimulating curriculum, giving opportunities for children to explore, investigate, imagine and question issues
- To provide a safe, caring and happy environment where every child feels valued and secure



- To help every child develop a code of personal and moral values, self discipline, respect and tolerance

## Worship

As a Church of England School, worship is Christian based and all pupils attend, unless withdrawn by parents on religious grounds. Members of clergy, from the local covenant churches, lead the school regularly in its worship. A number of other Christian groups also support the school in its worship including the Brentwood Christian Workers and Open the Book. Children are involved in writing prayers and reflections which are used within their classes. There are whole school assemblies three times a week, one of which is a Celebration Assembly. This is a time when we celebrate children's achievements inside and outside school. Each year group leads a service for one of the main Christian festivals held in either All Saints Church, or St Margaret's Church. This is an occasion when the Doddinghurst Covenant is awarded to a kind and caring pupil.

## Curriculum Organisation

Doddinghurst offers every child a broad and balanced curriculum which meets the requirements of the National Curriculum. Mathematics and English are taught daily and children are set in all four year groups. All other subjects are timetabled throughout the school year to ensure full National Curriculum coverage. Some subjects are taught in blocks however we are adopting a new approach to Cross Curricular teaching and incorporating relevant links, making the learning more focussed. There are many opportunities for children to work in ability, friendship or interest groups and also individually throughout the day and within all areas of the curriculum.



'A good curriculum is enriched by activities such as trips, visits and visitors. Pupils thoroughly enjoy the numerous clubs and activities on offer and talk enthusiastically about them.'

OFSTED November 2008

## Mathematics

Mathematics is taught according to The Primary Strategy which is based on four key principles:

- A daily maths lesson
- Direct teaching and interactive oral work that involves the whole class
- Emphasis on mental calculations
- Controlled differentiation with all pupils engaged in mathematics that relates to a common theme

Our aim is to encourage all children to enjoy and understand mathematics through experimentation and investigation. Areas of mathematics are taught in blocks which are repeated at different times throughout the year. Children are provided with a number of different mental and written methods for solving problems for the four operations, (add, subtract, multiply and divide). These are progressive and become more formal as the children reach year 6.

## English

Children's language abilities in the four areas of speaking, listening, reading and writing are developed through the daily Literacy Hour. This is planned in accordance with The Primary Strategy.

We provide a wide range of opportunities of activities to encourage the children to talk e.g. discussion, sharing ideas but we also emphasise the need to be good listeners.

It is the school's aim to develop each child into a fluent, expressive and mature reader. The school provides a range of books and children are encouraged to read books from home and from the library. All pupils participate in quiet, individual reading times or as part of a guided reading group led by a member of staff. All children are encouraged to keep a record of their reading and we also use this to maintain reading links between home and school. Our expectation is that children will read at least three times a week to an adult at home. The Literacy Hour offers many opportunities for children to write. Children are helped to write confidently and independently for a variety of purposes, using a range of different genres. We also encourage children to take pride in the presentation of their work and write in clear, legible script.

A Literacy/ Numeracy evening is held in the Autumn Term for all parents to be given the opportunity to see our methods first hand.

**Science** We want our children to develop knowledge about scientific principles, laws and concepts and have experience of scientific skills and activities.

The National Curriculum attainment targets for Science cover Experimental Skills, Life Processes and Living Things, Materials and their Properties and Physical Processes. These strands are used to develop an awareness of science in everyday life and a

curiosity about the world around them and how it works.





## Information and Communication Technology

Computers are part of every day classroom teaching and are used across the curriculum. There is a brand new fully equipped ICT suite housing sixteen networked computers and this enables effective use of whole class teaching. There are 24 wireless linked laptops available for classroom use. All computers are connected to the Internet and have a substantial range of curriculum software on. ICT is taught throughout the school as a discreet subject and the software enables teachers to support the other subject areas as required by the National Curriculum. Each class has an interactive whiteboard and digital projector to enhance the learning environment. We want our children to be able to confidently and independently use and apply information technology skills in all curriculum areas. This medium supports and enriches their learning experiences using a variety of resources besides PCs. These include programmable robots, scanners and digital cameras and data logging equipment.

## Religious Education

The school uses the Essex Agreed Syllabus. RE is an exciting and open-ended subject. We look at how people have tried to answer life's difficult yet important questions. As we are a Church of England School, Christianity is the basis of our school ethos and is therefore the faith that is studied in greatest detail.

Other major faiths of the world are studied but we do not simply want our children to learn facts about them. We encourage them to understand what religion means for the believer and how that faith is expressed in everyday life.

Beyond this, we want pupils to enquire and to reflect upon their own ideas and experiences. Class activities may include written work, project work, role play and drama, story telling, art and craft, creative writing, educational visits and personal thought and reflection.

All children will participate in RE lessons unless withdrawn on religious grounds. Our pupils create their own collection of prayers in each class and these are used daily during a reflection time.



## Modern Foreign Languages

The school teaches French in Years 3 and 4 and German in years 5 and 6. These languages enable all pupils to find out about the culture of the two countries and how important languages are in our everyday life.



## History

History offers opportunities to develop the children's sense of identity through learning about the development of Britain and gives them an awareness of the past by investigating changes in their own lives and those of their families and other adults around them. Children are also given an opportunity to find out about a number of ancient historical periods across the key

stage. They are encouraged to set their study within a chronological framework and to learn about the past from a wide range of sources. Learning is reinforced whenever possible by making educational visits to museums, castles, period houses etc and through visiting speakers, drama and role play. Our curriculum follows the requirements as set out in the National Curriculum and is taught in blocks throughout the year.



## Geography

It is our aim when teaching Geography to stimulate the children's interest in their environment and to foster a sense of awe and wonder at the beauty of the world around them. We expect our pupils to develop an informed concern about the quality of the environment and an enhanced sense of responsibility for the care of the Earth, its people and its resources. We develop the skills, knowledge and understanding necessary for them to carry

out investigations of their local environment and contrast areas both at home and abroad.

## Art and Design

We aim to foster an enthusiasm and enjoyment of art. Children are taught a range of artistic skills within units of work. Children are encouraged to express ideas and feelings, to record observations and to make images and artefacts such as drawings, paintings, prints, collage and 3D models. We introduce the work of artists and craftsmen in as broad a variety of genres and styles as possible. They are encouraged to apply the knowledge they gain from these experiences to enhance and inform their own work.





## Music

Music is taught by class teachers using a scheme which complements the QCA documents. Our Upper Junior children are taught African drumming and keyboard skills. We aim to develop children's understanding and enjoyment of music through activities involving listening, performing, composing and appraising music. Pupils participate in group, individual or class activities, involving playing

instruments and singing.

There is also the opportunity for children to have fee paying instrumental lessons with peripatetic teachers but pupils must provide their own instruments.

## Design Technology

Design Technology (DT) involves the children in designing and making objects, which they subsequently evaluate. It is generally taught as a separate subject and we have a selection of tools which the children are taught to use safely and correctly. We aim to balance direct teaching with imagination in order to foster resourcefulness, creativity and confidence which will be evident in every child's finished product.



## Physical Education

Each class has two sessions of PE or drama/dance per week and one of the sessions will take place outdoors, weather permitting. We have a qualified sports coach who comes in twice a week to teach games providing children with expert teaching in a variety of sports including football, basketball and hockey.

All activities are provided to develop the child's co-ordination and skills. Staff encourage friendly competition and above all, good sportsmanship and team spirit.

Sports Day is organised annually during the summer term and parents are invited to watch. The children in Year 3 attend swimming lessons at the Brentwood Centre each week.





## Personal, Social and Health Education

We are committed to promoting a healthy life-style and an awareness of the pressures and future choices that children may need to make. We aim to encourage knowledge, skills and awareness and to build a foundation for children to make those choices that affect their health in an informed way e.g. healthy diet, changes caused by smoking, drugs and alcohol and the benefit of

healthy exercise. Through PSHE children gain knowledge about their bodies and how they interact with their environment. Sex Education is taught and parents are provided with the opportunity to view any media material to enable them to discuss issues with their children. Parents have the right to withdraw their child from Sex Education lessons except those elements taught as part of National Curriculum science.

## Drama

We are establishing a tradition of presenting a range of productions throughout the year. Every child is given the opportunity to participate in these productions, whether it is in starring or support roles or taking responsibility for sound and lighting. Drama is also used in assemblies and church services. Children may



explore situations through role play in their lessons and theatre groups are invited into school to support and enhance the children's learning.



## Extra Curricular Activities

We offer a range of extra curricular activities for our pupils. Football and Netball are held weekly throughout the winter and spring terms with rounders in the summer. The children can also choose from a range of other activities including gardening, dance, drama, music, computers, cheerleading, newspaper, yoga, chess, crafts and we have a Junior Neighbourhood Watch group.

These activities depend heavily on staff, governor and parental goodwill and we are very grateful for the time and effort they give to the children.

## Special Educational Needs

Our school welcomes children of all levels of ability and it is our aim to meet the needs of every child. All pupils have full access to the National Curriculum and pupils with physical disabilities are welcomed into the school. Children identified as having special needs are placed on School Action Plan or School Action Plan Plus and in this way we assess and record the progress they make. The school's SEN policy is available for inspection from The Headteacher who will gladly explain the procedures. We have a Special Needs Teacher (SENCO) who is employed part-time and class teachers, pupils and parents are fully involved in developing Individual Educational Plans and setting individual targets which are reviewed regularly.



Each class has the help of a Learning Assistant who will work with individual children or small groups. There are literacy and motor skills programmes which support the work carried out in the classroom. We consult with outside agencies including the Educational Psychologist, Speech and Language Therapist and teachers from the County Special Needs Support Service. We also have close contact with the health professionals.

The arrangements for special need provision are coordinated by the Headteacher and SENCO. There is also a governor who has responsibility for monitoring the SEN policy.

Children who excel in their academic work or who show a particular talent musically, artistically or within sports are recognised and will be assessed and placed on the schools High Achievers register. These children are provided with extension activities to enhance their understanding and to ensure they continue to make good progress. The progress of children on the register is monitored closely.

## Pastoral Care and Discipline

“Pupils are happy and develop their confidence well due to the good levels of pastoral care and welfare provided. Many parents responding to the questionnaire spoke highly of the school’s very caring approach.” OFSTED November 2008

Our school is a Christian community and as such, behaviour is based on mutual care and respect and consideration for others. Children are encouraged through our worship and our behavioural policy to adopt a caring attitude to those around them and to their environment.



We make every effort to involve the children in the development of their own code of behaviour. We have the Doddinghurst Golden Rules, which govern behaviour around the school but all classes also develop their own rules for conduct within their classrooms.

All children are aware of the consequences for infringement of these rules and the strategy is used consistently by all adults within the school community. We also feel it is important for good behaviour to be recognised, particularly in those children who rarely misbehave. In order to recognise effort, courtesy and kindness we have a system of rewards and children are awarded certificates in a weekly assembly. For the majority of children our behaviour strategies work very well. However, if a child's behaviour is giving cause for concern then a consultation between the Headteacher and the parents will be arranged to discuss matters. In the rare event of persistent or grossly inappropriate behaviour then it is possible that a child would be excluded for a fixed period or permanently if this was felt necessary.

### School Council

“The school council gives pupils a voice and they feel that adults listen to their views.”

OFSTED November 2008

We have a School Council which is part of our programme to raise the children's awareness of community responsibility and citizenship. The Council discusses a range of issues and the agenda is decided by the children themselves. The Council meets on alternate Tuesdays during morning assembly. A member of staff attends the meeting and each class has two representatives, elected by its members. There is also an executive committee which is elected by the whole school.

Class representatives take issues raised by the class during Circle Time to the School Council for discussion. A wide range of issues are discussed, resolved or a course of action suggested. Minutes are recorded by the executive's secretary. The executive reports to the Headteacher and the members then report back to their classes and the cycle begins again.



### School Snack Shop

This is available in the hall on a daily basis and sells healthy snacks. Fruit and other healthy snacks are available at a reasonable price. Children are asked to give any money they bring in to their class teacher for safe keeping.

A team of Year 6 children are responsible for running the school Snack Shop. They set it up on a daily basis, keep records of the stock and monies spent.



## Charging and Remissions Policy

We ask all parents for voluntary contributions towards the cost of school visits and activities. Although no child would ever be excluded because parents were unable to contribute, it might prove that the activity was not financially viable if the school was left to fund the bulk of the cost and so it would not go ahead. We are always grateful for offers of help from parents to supervise school visits and the permission slip, giving permission for your child to participate, will give you the opportunity to volunteer your services. **No child will be allowed to participate on a school visit without the necessary consent.**

## Jewellery

The wearing of jewellery is not allowed. Children may wear watches and stud earrings if their ears are pierced. No pupil will be allowed to participate in any PE lesson if they are wearing jewellery, so unless they are able to remove the stud earrings themselves must leave them at home on the days they have PE. This is in accordance with Essex County Council Policy.

## Complaints Procedure

It is hoped that any complaints could be resolved through informal discussion between parents and staff or Headteacher. Parents are always welcome to discuss any problems at a mutually convenient time and every effort will be made to resolve any problems informally. Where parents are not satisfied, there are clear formal procedural arrangements which have been laid down in accordance with Essex County Council guidelines. A copy of this procedure is available from the school office.



## Health Matters

Any child who is obviously unwell is best at home with an adult. In cases where we suspect illness at school, parents will be contacted by telephone and requested to collect a sick child. In this event, it is very important that the contact numbers we have are up to date.



Children who suffer from asthma and require access to inhalers may keep them in their classrooms. This will allow the children immediate access to their medication when they need it. If any child is likely to have a severe allergic reaction

and will need to be treated with an epi-pen, then we ask parents to supply two epi-pens, one which can be kept in the classroom and one to be kept in the school office. Essex County Council policy is that schools are not allowed to administer medicines to pupils. If a child needs any other medication during the day then it will be necessary for parents to come into school to administer these themselves.

### **Children should never carry tablets or medication in school.**

If it is necessary for children to receive long term medication then please come into school to discuss how this can be managed. Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Child Protection Committee. If you want to know more about this procedure, please contact the Headteacher.

### Home School Links

Parental involvement in school is valued and encouraged and we ask that when your child joins the school you and your child sign the home/school agreement.

We welcome support in the classroom, on educational activities and with extra-curricular activities. If you are interested in becoming involved in this way then please do not hesitate to contact us.

Parent Consultation Evenings take place each term when you can discuss your child's progress with teachers. An annual report for each child will be sent home towards the end of each year and you will have the opportunity to discuss the content with your child's teacher.



We like parents to contact staff if they have any concerns about their child's welfare or education. If you have any queries about school, please come and see us to discuss matters. We will be very pleased to talk with you. Staff may not always be available at the very beginning or end of a school day, when they are fully occupied with the children but will be able to arrange a meeting at a mutually convenient time.

We are very fortunate in that we have a very active 'Friends of Doddinghurst School' who work tirelessly to raise funds and provide social events for pupils and parents.

### Governors

We have a wonderful governing body who are dedicated to the school and all that takes part within it. The governors work closely with the Headteacher and staff to maintain high standards in the school and monitor subject areas closely. We have a full complement of

governors who have a wealth of knowledge and who provide an efficient and effective approach to the teaching and learning taking place in the school and how it is led and managed.

And finally . . . .

We are sure that you may have more questions you wish to ask so please do come into school and discuss them. We look forward to welcoming you and your child to our school.

*Information in this prospectus is correct at the time of printing, but is subject to change.*