



2025 – 2026 Prospectus

**St. Johns C.E (C) Primary School
Boothroyd Lane
Dewsbury
WF13 2LP
Tel: 01924 325323**

**Head Teacher: Mr Aidan Blackburn
Chair of Governors: Mrs Vicki Nordoff**

**office@stjohnsdewsbury.co.uk
www.stjohnsdewsbury.co.uk**

Together in love we learn with

Respect, Hope, Friendship and Forgiveness

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WELCOME TO ST. JOHN'S C.E. (C) PRIMARY SCHOOL



On behalf of the staff and governors may we welcome you to St. Johns C.E. (C) Primary School. Our school is a Church of England primary School currently for children aged 4 to 10 years situated in Dewsbury, West Yorkshire.

St. John's is a caring and supportive environment in which positive attitudes are promoted, learners are developed as individuals and everyone is encouraged to do their best.

We know that children coming into school bring a wealth of knowledge and understanding about the world around them. Our broad and balanced curriculum is designed to build upon these and instil in children a love of learning which will equip them for life. In addition, it enables children to achieve, to develop an understanding of self and others and to care about the world in which they live.

Everyone at St. John's School is working hard to develop stronger community links. Staff and governors work together to provide a family atmosphere where friends are made, learning is enjoyed and high standards are maintained. We value the partnership we have with parents, the church and the community, and work together to provide the very best for our children.

We are currently an associate member of Learning Accord Multi-Academy Trust (MAT) with the intention of becoming a full member of the MAT in the near future.

This prospectus aims to answer as many questions about St. John's as possible and assist you in making an informed decision about your child's education. Whether you already have a child at St. John's or you are a parent who is considering sending your child here for the first time, we hope its contents will give you some insight into the life and work of the school. However, we appreciate no prospectus can be as informative as seeing the school in action, so do please make an appointment to be shown around and see for yourself the good work that we do. You will be warmly welcomed.

Mr Aidan Blackburn
Head Teacher.



A BRIEF HISTORY OF ST. JOHN'S C.E. (C) PRIMARY SCHOOL



The present school hall is the original building, which housed the Sunday school, opened by members of St John's Church in 1838.

The original building was divided by a partition into two classrooms. Since 1864, numerous additions and alterations have been made to accommodate changes to the school roll and the age groups, which have varied over the years from 4 years old to 14 years old.

During the 1970's, additional classrooms were built and the whole school was modernised and improved. There was further reorganisation in 1987.

In 2003, our new purpose built reception unit was built, together with a landscaped area for outside play.

In September 2022, the name of the school changed to St John's C E (C) Primary School, which means children join us at 4 or 5 years old and stay with us until the end of Year 6 (11 Years old). Classrooms over the coming years will be adapted to accommodate these changes.

CONTACT INFORMATION

SCHOOL NAME	St. John's Church of England (Controlled) Primary School
ADDRESS	Boothroyd Lane Dewsbury West Yorkshire WF13 2LP
TELEPHONE	01924 325323
EMAIL	office@stjohnsdewsbury.co.uk
WEBSITE ADDRESS	www.stjohnsdewsbury.co.uk

ST. JOHN'S C.E. (C) PRIMARY SCHOOL

VISION STATEMENT

*We strive, shine and aspire to be the best we can be along our **rainbow** path to the future, remembering God's everlasting promise (Genesis 9:16).*



*Together in love we learn with
Respect, Hope, Friendship and **Forgiveness.***

SCHOOL AIMS

- ✓ To value each individual.
- ✓ Provide a happy, stimulating and secure teaching and learning environment.
- ✓ Enable each individual to reach their full potential.
- ✓ Offer equality of opportunity.
- ✓ Encourage respect in all areas.
- ✓ Develop and encourage the desire to learn.
- ✓ Promote independence and responsibility.
- ✓ Provide an awareness and experience of the Christian faith.
- ✓ Provide clear and concise communication within the school and the wider community.
- ✓ Develop within the child a reflective approach to life and sensitivity to all God's creation.

Our children are proud of their Church School, our Christian Values and Vision Statement:

Together in love we learn with...

Respect

- We value other people's ideas, values, work and contributions.
- We speak quietly and politely to each other.
- Teachers look after us and keep us safe.
- We treat others how we would like to be treated.
- We look after our school – building, objects and people.
- We respect each other's space.
- We listen carefully to each other.
- We stick to rules, instructions and follow our values.



Hope

- We have a positive attitude to learning.
- We have aspirations for our future.
- We try to get better at things.
- We pray to God with our hopes.
- Always aim to create a positive learning environment.



Friendship

- We are a friendly and welcoming school.
- We make good friends.
- We share with our friends.
- We have friends in different classes.
- We look after our friends.
- We pray for our friends and support in times of sadness.
- We are a school family with a strong sense of belonging.



Forgiveness

- We say sorry.
- We sometimes fall out but we can sort our problems out.
- We shake hands.
- We pray to God for forgiveness.
- We use our Reflection Area and Dojos to help us get back on track.
- We recognise the importance of accepting others when they make the wrong choices.



AT ST. JOHN'S C.E. (C) PRIMARY SCHOOL

We believe religion has an important influence on our society and we therefore provide our children with suitable and sufficient information to help them grow in understanding and respect for their own faith and the faith of others and those with no faith. We recognise and plan for times of reflection and foster respect and empathy. We promote the spiritual, moral, social and cultural development of all our pupils.

RELIGIOUS EDUCATION

The RE curriculum at St John's is underpinned by our Christian vision and values. It aims to support pupils in developing their own thinking and understanding of Christianity, world faiths and non-religious views. We follow both Understanding Christianity (Diocesan) and Believing and Belonging (Kirklees and Calderdale) syllabus for RE.

Our RE curriculum develops pupils' abilities to connect, critically reflect upon, evaluate and apply their learning to their growing understanding of religion and belief, of themselves, the world and human experience. It enables pupils to develop a mutual respect for other religions and cultures as well as gaining an informed understanding of religions, contributing to their religious literacy.

We have strong links with St John's The Evangelist Church. Children regularly visit the church for special occasions as well as other visits to different religious places of worship such as mosques.

COLLECTIVE WORSHIP

Acts of Collective Worship are based on broadly Christian traditions in which all children are encouraged to appreciate the values common to all religions, in particular, respect for other people and the environment, honesty, love, and self-discipline. Children reflect on spiritual and moral issues through story, role play, poetry, art and music. We recognise and share in celebrating Christian and other religious festivals from our multi cultural community.

The Worship board shows the half-termly theme and include children's work including prayers. Every Friday morning parents and carers are invited to join in our celebration of children's achievements in Collective Worship.



We welcome visitors to our worship and particularly encourage links with the Church and members of other community faiths. Parents have the legal right to withdraw their children from Religious Education or Collective Worship, although, we firmly believe the way in which it is taught makes our young people understand the world better and be more appreciative of others thoughts and beliefs.

STAFF ROLES AND RESPONSIBILITIES WITHIN SCHOOL

<u>Head Teacher</u>	Mr Aidan Blackburn
<u>Deputy Head Teacher</u>	Mrs Catherine Rowbotham
<u>Early Years Co-ordinator</u>	Mrs Catherine Rowbotham
<u>KS1 & EY SENDCO</u>	Mrs Emily Brunton
<u>KS2 SENDCO</u>	Mrs Jenny Banham
<u>English as an Additional Language</u>	Mr Aidan Blackburn
<u>Extended Schooling</u>	
<u>Bursar</u>	Mrs Sarmilla Dhangar
<u>Business Admin Officer</u>	Miss Chloe Stanley
<u>Full Time Teaching Staff</u>	
<u>Early Years</u>	Mrs Catherine Rowbotham
<u>Year 1</u>	Mrs Emily Brunton & Mrs Jennifer Banham
<u>Year 2</u>	Mrs Claire Edwards
<u>KS2</u>	Mrs Sarah Croisdale, Mrs Becca Tarrant, Mrs Louise Wilks, Mrs Laura Wood, Mr James Toon & Mr Jeremy McKinna
<u>PPA Teaching Staff</u>	Mr Aidan Blackburn Miss Anisa Ryaz (HTLA)
<u>Educational Teaching Assistants</u>	Mrs Gail Dransfield Miss Saima Hussain Mrs Ayesha Karani Miss Juwairiyah Khan Miss Anisa Ryaz Miss Haseenah Saddique Miss Fozia Yousaf Mrs Liz Varley Mrs Rukhsana Ahmed Mrs Rabina Akhtar Mrs Bushra Ghafour Mrs Aneesa Khan Mrs Raziya Bashir Mrs Humaira Adam Mrs Arfeen Khan
<u>Cover Supervisor</u>	Mrs Jackie Preston
<u>HLTA</u>	Miss Anisa Ryaz (HLTA) Miss Juwairiyah Khan (HLTA)
<u>Caretaker</u>	Mr Robert Perks
<u>Cook in Charge</u>	Mrs Kirsty Heeley
<u>Assistant Cooks</u>	Mrs Michelle Howe Mrs Helen Jenkins
<u>Breakfast Club Supervisors</u>	Mrs Michelle Howe Mrs Bushra Ghafour Miss Saima Hussain
<u>Senior Lunchtime Supervisor</u>	Mr Robert Perks
<u>Lunchtime Supervisors</u>	Mrs Aseia Saleem Mrs Nadia Saleem Miss Jade Thompson Miss Lynne Harrison

SAFEGUARDING



Together in love we learn with

Respect, Hope, Friendship and Forgiveness.

**These adults look after everyone in school.
If you don't feel safe you can speak to them at
any time.**



Designated Safeguarding Lead

Mr A Blackburn



Deputy Safeguarding Officer

Mrs C Rowbotham



Deputy Safeguarding Officer

Mrs E Brunton



Deputy Safeguarding Officer

Mrs S Croisdale

THE GOVERNING BODY

Chair of Governors	Mrs Vicki Nordoff
Vice Chair of Governors	Mr Javid Patel
Foundation Governor	Mr Malcolm Brooke
Parent Governors	Mr Jabir Valli Ms Farah Hussain
Staff Governors	Mrs Jacqueline Preston Mrs Catherine Rowbotham
Ex-Officio	Reverend Caroline Greenwood
Community Governors	Mr Javid Patel
Local Authority Governors	Miss Francesca Sharpe
Co-opted Governor Foundation Governor	Mrs Susan Smithson

Governors of the school have legal duties, powers and responsibilities to ensure that the school provides the best possible education for all of its pupils. They meet regularly and make important decisions about the curriculum, staffing, discipline, financial management and the use and care of the premises. The Chair of Governors can be contacted through school.

Governors are parents, teachers, school staff, and representatives from the church, the local council and the community. When a vacancy occurs for a parent governor, the school will send out a letter of invitation. Governors are elected for a four-year term. The start date can be at any time in the academic year.

CHARGING POLICY

In accordance with the 1988 Education Reform Act, members of the Governing Body have created a charging policy. Voluntary contributions are requested when your child attends an educational visit supporting the curriculum but costs are subsidised by the school so that parents pay less. Visits may need to be cancelled if insufficient funds are collected.

COMPLAINTS

Most concerns or complaints can best be resolved within the school in discussion with the relevant member of staff or with the Head Teacher; this approach is the best starting point and will usually bring about the quickest solution. If this informal stage fails to resolve an issue, the complaint should be made in writing to the Chair of Governors. It will then be dealt with following Kirklees guidelines. We would also like to hear about all the good aspects of school and welcome your comments.

ADMISSIONS

Places for children are allocated according to the following priorities:

- Children with an Educational Health Care Plan (EHCP), which names the school.
- Children in Public Care (Looked after children).
- Children living in the school's priority admission area who have an older brother or sister attending from the same address at the date of admission.
- Other children living in the school's priority admission area.
- Children who live outside the priority area who have an older brother or sister attending from the same address at the time of admission.
- Children who live outside the priority area.

Please note: If within any one of the priorities mentioned above there are more applicants than remaining places, admission will be offered to the children living nearer to the school, measured in a straight line. Admission to our school does not automatically give right of admission to the next phase school.

Reception children are admitted once a year in September.

Wherever possible the local authority, Kirklees, will try to comply with parental preference for a school or will alternatively try to offer another choice. For further details contact School Admissions on 01484 221000.

ATTENDANCE AND TERM TIME ABSENCE

Good, consistent attendance at school is crucial to a child's future prospects. Missing school not only affects pupils' attainment levels but also disrupts school routines and disturbs the learning of others. Because of this, the Head Teacher monitors weekly attendance. He holds meetings with those parents whose children have unexplained absences or who are frequently late, before making a referral to Kirklees. The school publishes a record of authorised and unauthorised absences.

If your child is absent from school it is important that you let us know the reason why. This can be done in any of the following ways:

- Telephone school on the first morning of absence before 9am.
- Send a note with another adult on the first day of absence.
- Call in to tell us.
- Email the school office on office@stjohnsdewsbury.co.uk
- Send a private message via the ClassDojo App to the school office.

Please keep the school informed about any prolonged absence as we will require a doctor's note if your child is absent for 3 consecutive days or more.

It is the responsibility of parents to ensure that children have good school attendance. Failure to do so may result in penalty notices and legal proceedings.

PUNCTUALITY



School doors open
Morning session
Afternoon session

8.40am
8.50am-12.20pm
1.20pm-3.15pm



Morning Arrival

Please ensure children arrive at school between 8.40am and 8.50am when the external doors are open. For health and safety reasons, parents need to see their child enter the building - parents are welcome in the classroom during this time. **No children below year 5 should be left in the playground to walk in alone.**

Parents of late arrivals must enter through the main entrance and sign in at the office, giving their reasons why. Parents who are repeatedly late are required to meet with the Head Teacher to discuss how the situation will improve.

Afternoon Arrangements

The school day finishes at 3.15pm. Your child needs to be collected promptly on time as lateness can be very distressing for young children and disruptive to school organisation. In the event of an emergency, please contact school with details.

Children are told to stay with their teacher until they are collected. Year 5 and 6 children are allowed to travel home by themselves with consent which is to be provided (by parents) via a letter in September. If someone other than yourself is collecting your child after school, please make sure they are over the age of 16 and inform the class teacher beforehand.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50am-9.00am	Registration	Registration	Registration	Registration	Registration
9.00am - 9.50am	Session 1	Session 1	Session 1	Session 1	Celebration Act of Worship
9.50am – 10.15am	Act of Worship	Act of Worship	Act of Worship	Act of Worship	Session 1
10.15am - 10.30am	Break	Break	Break	Break	Break
10.30am – 11.20am	RWI Phonics or Spellings and Reading (KS2)	RWI Phonics or Spellings and Reading (KS2)	RWI Phonics or Spellings and Reading (KS2)	RWI Phonics or Spellings and Reading (KS2)	RWI Phonics or Spellings and Reading (KS2)
11.20am - 12.20pm	Session 2	Session 2	Session 2	Session 2	Session 2
12.20pm - 1.20pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.20pm - 1.30pm	Registration	Registration	Registration	Registration	Registration
1.30pm - 3.15pm	Sessions 3 and 4	Sessions 3 and 4	Sessions 3 and 4	Sessions 3 and 4	Sessions 3 and 4

Appointments during School Time

We understand that not all appointments can be made outside of school hours but we ask that such appointments are kept to a minimum during the school day. Your child should attend school before and after the appointment and you should provide the school office with a copy of their appointment letter/card for your child's records.

Leave during Term Time

Leave in term time seriously affect children's education. **Extended leave interferes with children's education and have led to them making less progress than they should.** Parents are strongly advised to take family leave during the school holiday period. We are aware that costs vary but attendance at school is vital if your child is to be successful in learning.

Parents needing to take their child out of school in term time, before making arrangements, **MUST** complete a Leave of Absence Form to request authorisation. In exceptional circumstances the Head Teacher may authorise absence; the school does not consider cheaper leave during term time to be an exceptional circumstance. All unauthorised absences may be referred to Kirklees Attendance and Pupil Support Service and penalty notices may be issued. Under the National Framework for Penalty Notices for school absence (2024), the penalty notice for the first offence is £80, for each parent of each child, if paid within 21 days, and £160 if paid after this date but within 28 days. Please check our attendance policy for more details on prosecution with regards to leave of absence.

In cases of unauthorised leave/extended leave, pupils may be removed from the register under the following circumstances:

- The parent for any part of the leave did not request permission.
- The pupil has been absent for more than 20 school days.
- Extensive enquiries by the school and the Attendance Pupil Support Officer have been unable to determine that the pupil will return.

The child would no longer be a pupil at St. John's on return from extended leave and parents would have to reapply to school admissions for a place, which is not guaranteed to be at this school. This would obviously be very upsetting for a young child and should be avoided at all costs.

The Department for Education expect each child to achieve above 96% attendance in a year. This is also our expectation and target.

UNIFORM

The school uniform is a white shirt, navy blue sweatshirt with or without logo (logo jumpers/cardigan can be purchased directly from Rawcliffes in Dewsbury) and grey trousers or a skirt. Plain white polo shirts are also part of the uniform. We ask that dark coloured, sensible flat shoes are worn at all times. A book bag, PE bag, hoodies and fleeces with school logo on for PE/other activities should also be purchased online or direct from our suppliers at Rawcliffes.

It is important that all clothing is clearly marked with your child's name, as when children change for PE it is very difficult to work out who the items of clothing belong to as they all look the same!

In summer, boys may wear grey shorts. Girls may wear blue gingham dresses with a blue cardigan and these must be worn with tights, socks or leggings. Leggings alone are not part of the school uniform. It is not expected for girls to wear trousers and a dress/skirt at the same time as this would lead to overheating.

P.E. Clothes

It is compulsory for all children to wear a PE kit consisting of a plain white t-shirt or polo shirt and blue or black sports shorts without pockets. Black plimsolls are required.

On designated PE days we ask children to come in their PE kits (uniform) with a school jumper/cardigan/hoodie or fleece and trainers.

Jewellery and Body Art

We do not encourage children to wear jewellery at school, but recognise that certain items may have a religious significance. For safety reasons, only stud earrings (not hoops or dangling earrings) are allowed to be worn. Any jewellery, including earrings, must be taken off for P.E. Nail varnish is not suitable for school children to wear, neither are temporary tattoos.

School Uniform



PE Kit



MEDICAL MATTERS

When your child starts at St. John's you will be asked to complete a pupil information sheet. This will give us information about any medical condition or allergies your child may have and the treatments he/she may need. It is important that we have up to date information and we ask that any changes are passed on promptly to members of staff.

Should your child be taken ill in school during the day we will make every effort to contact you. It is vital we have up to date contact numbers for us to be able to do so. Please ensure you inform staff in the school office when your details change.

There are times when health screening (checking height, weight, etc) is carried out by the school nurse during the school day. You will be given a letter prior to this happening and a follow up letter informing you of the results for your child.

Medicines in School

There may be times when your child may be well enough to attend school but may feel under the weather. Please be aware that medicines should only be sent to school if absolutely essential. Medication needing to be administered 3 times daily can be given prior to school, on returning home from school and before bedtime.

We are able to administer both prescribed medicines and medicines bought over the counter as per instructions on the label. Please note we are not able to administer ibuprofen without a prescription due to the severe side effects it can cause.

When giving medicine is unavoidable, parents must complete a 'Request for School to administer/ supervise Medication' form before any medicine can be administered. Medicines will only be accepted if they come in their original packaging, detailing the dosage along with your child's name. At all times medicines must be kept out of the reach of our young children. **Please do not put medicines in children's classroom drawers, book bags or in their pockets.**

Inhalers for children with asthma should be clearly labelled and come with original packaging. They need to be passed directly to your child's class teacher with written instructions about their use and dosage. Children should be taught at home how to use their own inhaler. Parents must regularly check that inhalers have not expired or are empty. If your child requires an inhaler we will ask you to complete the emergency inhaler form to inform the healthcare plan.

For long term needs, any medicine administered to children in school will be in line with the individual child's care plan and staff will be suitably trained.

HOME SCHOOL LINKS

We welcome parents in to school to talk to members of staff about your child's progress or any concerns you may have. Your child's teacher is available after school for an informal chat or alternatively, you can make an appointment to see them or the Head Teacher at a more suitable time.

Throughout the school year you will be informed about your child's learning and progress in a number of ways:

- Parent interviews.
- Workshops or curriculum meetings.
- Your child's targets in Reading, Writing and Maths.
- Informal discussions.
- The end of year report.

Regular letters and the weekly newsletters are sent to parents, providing information for key events via ClassDojo. Notices are also placed on external notice boards and various windows around school, and will be shared on our website. Occasionally paper letters may be sent home in your child's book bag.

We welcome parents to work alongside us in school. There are many different things you can do to help. If you can give a little time regularly, or even an occasional hour every so often, it will be greatly appreciated. (Please be aware that all adults working with young children must have their credentials checked by Kirklees prior to helping out in school - we can organise this). If you would like to find out more about helping in school ask your child's teacher or have a word with the Head Teacher.

All children have homework each week. This supports the learning in school, develops good habits of study at an early age, and helps children to see that learning happens outside of the school environment. Please talk with your child about his/her homework and ensure it is returned on time.



ClassDojo



THE CURRICULUM



At St John's C E C Primary School, we offer a broad and balanced curriculum known as our 'Rainbow curriculum' that gives every child a wealth of learning experiences throughout his or her time in our school.



We follow the National Curriculum for Key Stage One and Key Stage Two and the Early Years Foundation Stage Curriculum in the Reception year. We strongly believe though that these statutory curriculums are only one element in the education of our children. We aim to broaden a child's knowledge, skills and experience through an enriching curriculum that inspires learning, transferring knowledge to the long-term memory and supports the development of creativity, problem solving and enjoyment in learning. Further to this, we want to ensure our children feel happy, safe, engaged and challenged in their learning. We aim to provide an experience of school life and learning that allow our children to become independent, resilient, 'well-rounded', responsible and self-motivated citizens.

The key building blocks that our curriculum is based on at St John's are:
Use of quality texts, oracy skills, progression of knowledge and skills, computing, famous people, good representation of all subjects and school values.

Subjects taught

The Primary National Curriculum has been reviewed recently by the government and this is reflected in our teaching of the following areas and subjects:

In the Early Years Foundation Stage there are 7 areas of learning:

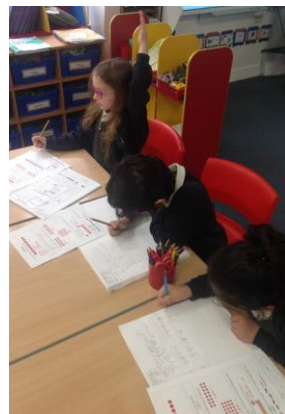
- **Communication and Language:** developing and enriching their vocabularies.
- **Physical development:** providing opportunities for children to be active and interactive; developing co-ordination, control and movement.
- **Personal, social and emotional development:** helping children to grow in confidence; develop a positive sense of themselves and others; develop social skills and an understanding of appropriate behaviour.
- **Literacy development:** encouraging children to link sounds and letters and to begin to read and write.
- **Maths:** develop and improve skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; describing shapes, spaces and measures.
- **Understanding the world:** guiding children to make sense of their physical world and their community through opportunities to explore and observe places, technology, people and the environment.
- **Expressive arts and design:** exploring and playing with a wide range materials and expression through art, music, movement, role play etc.





THE CURRICULUM

The Key Stage 1 and Key Stage 2 curriculum is more specific and includes the following subjects:



- English and Reading, Writing, Speaking & Listening.
- Maths.
- Religious Education.
- Science.
- Design Technology.
- Computing.
- History.
- Geography.
- Art and Design.
- Music.
- Physical Education.
- Personal, Social and Health Education and Citizenship.
- French (**Key Stage 2 only**)

We are committed to offering our children opportunities to participate in many activities, which extend and enrich the broad and balanced curriculum. Extra curricular activities offered include art club, football skills, knitting club, gymnastics, tag rugby, choir and martial arts as out of school activities. Activities are currently being planned for the next academic year, based on children's requests.

Educational visits and visitors into school are an important part of learning, giving children experiences which will support them in their studies. Thorough risk assessments are undertaken for trips off site; these have included trips to Sundown Adventureland, Cannon Hall, Yorkshire Wildlife Park, Filey and the children have even been on a 'Farm to Fork' visit at Tesco to learn where their food comes from and make their own muesli.



RECORDING AND ASSESSMENT

Detailed planning supports the curriculum and this is reviewed regularly. Activities are carefully selected to ensure that all children are able to achieve, whatever their ability.

In the Foundation Stage staff keep records of each child's development in the 6 curricular areas. Assessment takes place daily and is based on verbal, written, photographic, pictorial and observed evidence of achievement.

Individual profile books are started in the Foundation Stage and updated regularly as children move through school; these act as a record of each child's learning journey.

Children's progress in Reading, Writing and Maths is tracked and analysed at the end of each term. Staff discuss their findings and use this information to plan for future learning activities.

OFSTED

The last OFSTED inspection of the school took place in September 2024. Inspectors stated...

"School is a nurturing and welcoming place to learn. The approach of the staff and positive attitudes of the pupils reflect the Christian ethos of the school. Pupils glow with pride when they talk about what makes their school a happy place to be. Pupils are thoughtful and kind. Excellent relationships with teachers ensure that pupils feel safe. Pupils arrive with a smile, ready to learn and enjoy their day.

The school is highly ambitious for every pupil. Pupils thrive and learn with enthusiasm as they study the well-planned curriculum. They concentrate and work hard in lessons. Pupils love to read and enjoy many opportunities to do so. In the early years, pupils benefit from high expectations and well-established routines. They experience exciting days of learning and discovery.

Pupils are unfailingly polite and respectful. Their behaviour is exemplary. There is a calm and positive atmosphere in school. Pupils are confident and independent. Pupils are proud of their many leadership roles and how they help the school to improve."

The full report and findings can be found by clicking on the Ofsted link on our website www.stjohnsdewsbury.co.uk.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

The last SIAMS inspection of the school took place in October 2025. Inspectors judged the school to be outstanding, stating...

"A child's journey of growth and self-discovery is accurately encapsulated through the 'rainbow path', unique to each individual, vibrant and full of promise. A tailored approach for pupils with additional needs and those considered vulnerable ensures that they receive the assistance they need to thrive academically and socially.

Families value the quality of communication and feel included and welcomed as part of this very special community."

CHILDREN WITH ADDITIONAL NEEDS

Staff follow school policy to address any difficulties individual children may have in their learning. We recognise the importance of early identification and assessment of special educational needs. We welcome parental support in this matter. If ever you have a concern about your child's progress or needs, please contact the class teacher in the first instance, or the Head Teacher.

At St. John's School we make full use of all support agencies in the local education authority. The SENCO (Special Educational Needs Co-ordinator) is responsible for making sure children with special educational needs get the support they need.

Inclusion and Accessibility

The school is a single story building with ramped access to the main school entrance and a disabled toilet on site. We will respond appropriately to any individual needs should a disability require us to adapt our environment.

The school places great emphasis on inclusive practice and takes all reasonable measures to ensure the same educational opportunities are offered to all pupils and their families. Staff and governors at St. John's are willing to make reasonable adjustments and modifications to improve access as and when necessary. Consultation with medical professionals is welcomed if it helps the school to meet the needs of individual children.

Promoting equality of opportunity

The leadership team of St. John's C.E. (C) Primary School is keen to ensure that none of its policies and practices disadvantages anyone with disabilities or additional needs. As part of the review cycle, the school will assess the impact of current and proposed policies and practices on disability equality.

I like learning about numbers. I don't like reading sometimes. I like painting and playing with my friends. I feel happy at school.

Bailey

I'm really pleased with the progress Bailey is making with his work. The staff have been wonderful with Bailey. His teacher is lovely and he loves coming to school and being with his teachers and all his friends.

Sharon

FOOD AND DRINK IN SCHOOL

It is important that the school is informed of any allergies your child has, as some areas of the curriculum involve handling and sampling food. On occasions such as birthdays when children want to share treats with their classmates, please select a healthy option.

Water Bottles

Drinking adequate amounts of water regularly throughout the day can protect health and boost the capacity to learn. Did you know when we are thirsty, mental performance deteriorates by 10%?

Milk

Children who are under 5 receive free school milk. Once your child has their fifth birthday, parents must register online with the dairy if they would like milk delivered for their child. This can be done at www.coolmilk.com. Because milk is such an important drink for young children, we encourage parents to take up this service. If your child has an intolerance to dairy milk you can order Soya milk from the dairy. Milk is free to those in receipt of means tested benefits.

Snack

During morning break the children in EYFS and KS1 receive free fruit and vegetables to promote healthy eating.

School Meals

School meals are provided on the premises and are designed to provide a balanced healthy diet. A range of dietary and ethnic requirements can be catered for. Special diets can be arranged by your dietician directly with the school meals service. You will choose your child's meal with them daily via Parent Pay.



Due to the production methods there is a possibility that nut traces may be found in any menu item. The service would be pleased to advise any parent with a child who has a nut allergy.

Dinner Money

Children who are in reception to year 2 are entitled to free school dinners. For children in Key Stage 2 school dinners are charged at the price of £2.85 per day to be paid via ParentPay. The menu is available to download on our website. Children can choose their option in a morning or parents can choose them at home with prior to the day.

Packed Lunch

Children may bring a packed lunch to school. Cold drinks may be brought in unbreakable containers. As part of our commitment to being a healthy school, fizzy drinks, sweets and chocolate are not allowed. Please select healthy food to go in your child's lunchbox. The school cannot accept any meat which has been cooked at home and brought into school as there may be a risk of salmonella.

FINANCIAL HELP

Some parents are entitled to financial help e.g. those on Universal Credit. If you have a reduced income advice about help with school milk can be obtained from:

Attendance and Pupil Support Service
Civic Centre 1 North
High Street
Huddersfield
HD1 2NF
Telephone 01484 221919.

ACCESS TO INFORMATION

Policy documents are available to view at any time on our website, including the Safeguarding Policy. If you would like to discuss the documents with the Head Teacher please give reasonable notice. A copy of the latest Governing Body report is available to view in the school entrance.

Our Data Protection Officer is Tim Pinto (**E-Safety Office**). Please contact the school office for Mr Pinto contact details.



2025/2026 Privacy Notice



St John's C E (C) Primary School is the Data Controller for the use of personal data in this privacy notice

Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The categories of pupil information that we collect and process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- free school meals
- Use of CCTV.

Why we collect and use pupil information

On 25th May 2018, the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). This was updated on 1st January 2021 and is now referred to as UK -GDPR. The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) to safeguard students
- h) to support students via careers guidance services (see the Youth Support Services section)

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

- for the purposes of completing statutory pupil level data returns to the DfE and for the population of a central pupil database held by Kirklees Council in accordance with the legal basis of:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject.

In addition, concerning any special category data:

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation, shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 – Section 537A – states that we provide individual pupil information to the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research. [UK GDPR - Article 9](#)

Collecting pupil information

We collect pupil information via **registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://www.stjohnsdewsbury.co.uk>

We store pupil's data electronically until their 25th birthday.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Locala (NHS)
- Learning Accord Multi Academy Trust (MAT) – Associate Membership

We also share information with the following organisation:

- MIS provider (Integris)
- CPOMS
- ClassDojo
- Parentpay
- Cool Milk
- Wonde
- Purple Mash
- Renaissance (Accelerated Reader)
- Evolve

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with our Local Authority and the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. For further information go to: <http://www.kirklees.gov.uk/privacy>.

We also share pupil data with; Schools that the pupils attend after leaving us for the purpose of continuity and statutory obligation, local authorities as this data sharing underpins school funding and educational attainment policy and monitoring, youth support services (pupils aged 13) as this data enables them to provide services such as careers advice, the Department for Education (DfE) this is a statutory requirement for the purpose of funding, attainment reporting and monitoring, [How DfE share personal data - GOV.UK \(www.gov.uk\)](http://www.gov.uk), Locala (NHS) for the school health service (school nurses) also to provide data for children in reception and year 6 as part of the annual National Childhood Measurement Programme and to support immunisation programmes, school age statutory and routine medicals, and other programmes delivered by the Child Health, School Nurse and Community Paediatric Teams to children based in schools maintained by Kirklees Council.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share

information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

We are required to share information about our pupils with our Local Authority (LA) section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Aidan Blackburn** (office@stjohnsdewsbury.co.uk) or **Tim Pinto on 01405 494834** (esafetyoffice.co.uk).

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Aidan Blackburn** (office@stjohnsdewsbury.co.uk)

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact office@stjohnsdewsbury.co.uk

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer Mr Tim Pinto.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 14.05.2025.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Tim Pinto on 01405 494834 (esafetyoffice.co.uk)**

Or

- Kirklees Council, Information Governance Team

Telephone: 01484 221000

Email: information.governance@kirklees.gov.uk

- Ministerial and Public Communications Division - Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone: 0370 000 2288

How Government uses your data

The pupil data that we lawfully share with the the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for

Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

St John's CE (C) Primary School 2025 – 2026 Term Dates

School Opens	Open: Tuesday 2 nd September 2025
Half Term	Close: Thursday 23 rd October 2025
	Reopen: Monday 3 rd November 2025
Christmas	Close: Thursday 18 th December 2025
	Reopen: Monday 5 th January 2026
Half Term	Close: Friday 13 th February 2026
	Reopen: Monday 23 rd February 2026
Easter	Close: Friday 27 th March 2026
	Reopen: Monday 13 th April 2026
May Bank Holiday	Closed: Monday 4 th May
Half Term	Close: Friday 22 nd May 2026
	Reopen: Tuesday 2 nd June 2026
Summer Holiday	Close: Friday 17 th July 2026
INSET Days (school closed to children)	Monday 1 st September 2025
	Friday 24 th October 2025
	Friday 19 th December 2025
	Monday 1 st June 2026
	Monday 20 th July 2026