

Polehampton

CHURCH OF ENGLAND JUNIOR SCHOOL



'Through Inspiration, Faith and Love, We Learn, Grow and Succeed.'

Dear Parents/Carers

This document is intended as a guide to the procedures and day-to-day routines at the school. We do hope you find it useful. Please let us know if there is anything else that we should include.

We are extremely pleased that you have chosen Polehampton C of E Junior School for your child's education. We look forward to working together with you to ensure your child has a happy and successful time with us.

The move to junior school is a big step in your child's life. We are the bridge between infant and secondary schools and our role is somewhat different from that of the infant school. Your child now understands what school is all about, has begun his/her learning journey and has developed many life skills. We now need to nurture further the skills of independence, self confidence and individual responsibility.

As partners in your child's education, we will work together to achieve success for your child and ensure he/she is fully equipped to move on to secondary school.

We care very deeply about all our children and we look forward to being part of their lives for the next four years.

Best wishes,

Penny Litson

Headteacher

Ethos and Values

Inspired by Archbishop Robert Runcie

At Polehampton Church of England Junior School, we are as concerned as any other school to equip pupils for lives marked by rapid change, global competition and insecurity. But we know that a quality education is not just about acquiring skills and good examination results.

It is about forming people who have the moral strength and spiritual depth to persevere in life and weather the ups and downs.

It is about forming people who know that striving for material gain is not more important than family life and respect for one's neighbour, and that technological innovation is not more important than joy in the beauty of creation.

It is about forming people who are not afraid to confront the great questions of life and death, meaning and truth.

We believe that by offering an education based on firm Christian principles, suffused by mutual respect, love and kindness, we provide the right basis for learning and growing.

We seek to ensure every child is safe, healthy, makes a positive contribution to society, has high aspirations, enjoys learning and achieves their best.

We help all children work towards these goals regardless of race, ethnicity, religion, background or disability.

The A to Z of Polehampton CE Junior School

After School Club/Breakfast Club

Our separately run After School Club is open from 3.30pm to 6.00pm and runs from the school Library. The Breakfast Club runs from 7.45-8.45am at Twyford Community Centre. Parents can use these clubs flexibly providing they have registered and there are spaces that day, but earlier bookings are preferred. Contact: Stephanie Benson (see school website).

Arriving and Leaving

Both the pedestrian entrances in Kibblewhite Crescent and Loddon Hall are open from 8.20-9.05am and from 3.20-4.00pm. The car park entrance is closed at drop-off and pick-up times and most families park in the Loddon Hall car park. We ask parents not to park in neighbours' drives in Kibblewhite Crescent.

We will let you know if and when we open the Loddon Hall gate for events such as parents' evenings, sports events, performances, discos.

For safety reasons we ask children not to ride their bikes or scooters through the playground and appreciate parents reinforcing this message.

Two adults are on duty from 8.40am. We ask that children do not come into the playground before this time and ask for you to write to us if your child does need to be in school before 8.40am.

On the first bell, children stand still, on the second, they walk to the doors. Children, except for year 5, line up at their year group doors.

Before school they stay in the playground area outside years 3 and 4 until the bell rings.

If your child is late arriving to school (the pedestrian gates are locked) please bring him/her to reception.

Children are not allowed to play ball games before or after school and are not allowed on the climbing equipment, on the field or in the woodland and garden areas before school.

Children are not to play on the play equipment after school as its use is reserved for the After School Club.

The Year 3 teachers and/or Teaching Assistants come out with the children at the end of the day and make sure each child is delivered to their parent/carer. Children wait outside the office if a parent/carer is late.

Attendance

Please let us know if your child is away from school by 9.30 a.m. If we haven't heard from you by then, we will give you a call.

Being in school is important, and, whilst your child will no doubt have to have time off for sickness, we will not be authorising holidays during term time.

Absence will only be authorised in "exceptional circumstances". As at the infants, the 48 hour rule for sickness applies. Children with attendance which drops much below school target (97.5%) are monitored carefully in school and if absence increases the Educational Welfare Officer will become involved, even if absence is authorised. Thank you for your support with this important issue.

If you need to take a child out of school, e.g. for the dentist or other medical appointment, or a music exam, please ask for an absence request form at reception. We ask for a form to be completed for any absence apart from illness.

Axolotls

We have one remaining axolotl (Shadow) in school. Unfortunately our other 5 passed away due to a mystery virus.

Bags and Pencil Cases

Please keep bags small so they fit neatly on the cloakroom peg. Every Friday the year group which have kept their corridor tidiest through the week, (as noted daily by the Tidy Corridor Monitors,) will get an extra five minutes playtime.

If your child needs to bring a pencil case to school please make sure it is small enough to fit neatly into an under table tray.

Behaviour and Anti-bullying

We expect the highest standards of behaviour at Polehampton both in class and in the playground. Fortunately, incidents of bad behaviour are uncommon and bullying is very rare indeed. When it does happen, each incident is fully investigated and dealt with according to our policies. (See website)

British Values

Polehampton CE Junior School is committed to upholding Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Celebrating achievement

If children bring in medals and certificates gained in out of school activities, we present these to them in assembly as school recognition for their achievements. If parents request that their child's outside achievement is put into the newsletter, we can do this, but only do so when expressly requested.

At Friday assembly your child may receive a certificate for their efforts in their work during the week.

Occasionally children receive a headteacher certificate. This is when they have received 3 headteacher stickers, over time, for exceptional effort, progress or achievement.

Charging and Remissions

From time to time, parents will be asked to make a voluntary financial contribution towards an activity or

trip. Children whose parents do not contribute will not be excluded but if we do not receive enough money to cover costs, the activity or trip may have to be cancelled.

We are fortunate and grateful to receive support from the Polehampton Charity, the David George Trust and our PTA. These bodies enable us to keep the cost of our curriculum enrichment activities to a minimum.

Having consulted with parents, we now invite anyone who would like to make voluntary contributions towards resources for children's learning in school, to do so through the PTA. We do not suggest an amount, whatever you can offer however great or small, is gratefully received and helps to enrich children's learning.

Church

As a Church of England school we uphold Christian values, helping children to understand a different value each half term on a 2 year rolling programme. Church clergy lead assemblies regularly, at least once a month, and the Juniors join the Infants for a service at St Mary's Church at Christmas, Easter and the end of the Summer term.

We were delighted to receive an 'outstanding' judgement from the SIAMs (Statutory Inspection of Anglican and Methodist Schools) Inspector in March this year.

Class Names

Every year, we choose a different theme for our class names. Children are encouraged to find out about their class name when they start in September

Class Organisation

We will let you know about class cover arrangements for teachers' planning, preparation and assessment time in September.

Children will stay in their classes for English and Maths. Sometimes the whole year group will get together; small groups may be taken out of the class for extension or support work with a teaching assistant

Clubs and Activities

We have a variety of clubs on offer over the year before and after school as well as an art club at lunchtime. There is a charge for these activities. Parents will receive full details before the summer holidays.

Collecting Children from School

If somebody different from yourself, or the person who usually collects, is going to collect your child regularly or on a particular day, please e-mail us with the details or give the office a call.

admin@polehampton-jun.wokingham.sch.uk

Collective Worship

Our daily Collective Worship takes the form of an assembly in the hall when the whole school comes together to sing, reflect, pray and learn how to develop their Spiritual, Moral, Social and Cultural

awareness together. Along with our Christian Values, children learn about how the three 'R's of Respect, Resilience and Responsibility can help them to be the best they can be. Parents are invited to join us for some of our special assemblies.

Communication

The door is open for parents who wish to approach the school and teachers are happy to discuss pupil progress or parental concerns. A teacher may be able to see you at the end of the school day, but sometimes this will not be possible because of staff meetings or other commitments. If that is the case, the teacher will make an appointment to see you as soon as possible or phone to discuss the matter.

Please do not speak to the class teacher at the beginning of the day. If there is something he/she needs to know, please either send an e-mail to Mrs Bowen, or phone to make an appointment. This ensures a smooth start to the day.

(See also Newsletters Website)

admin@polehampton-jun.wokingham.sch.uk

Concerns and Complaints

PLEASE tell us straight away if you have a concern of any kind whatsoever, then we can set about dealing with it. Your first port of call is the class teacher and then if necessary, the headteacher. We hope that all concerns can be dealt with at an early stage but if you do not feel satisfied that the problem has been dealt with, you should write to the Chair of Governors c/o the school office.

A copy of the Wokingham District Council formal complaints procedure can be obtained from the school office.

Copper Bottles

We collect copper coins in House Bottles. Whatever we collect goes to a charity of the winning house's choice, and they also choose a treat for the house members.

Curriculum

We send out information about the curriculum your child will be following at the beginning of every term in the Year Group Newsletters. This information, along with a parent's guide to the National Curriculum, is available to view on our school website.

From time to time, we have meetings on various aspects of learning and school life.

Cycling to School

We actively encourage the older children (Year 5 and 6) to cycle to school; helmets must be worn. We advise parents not to allow younger children to cycle, but will allow them to if we have a letter from parents. The wearing of a helmet is essential.

Diary Dates

These are sent out at the beginning of each half term. They are on the website in Diary Dates. Any changes and upcoming dates are in our weekly newsletter and on the front page of the website.

Disability

We strive to ensure that all children have equal access to the school and the curriculum regardless of disability. Our Disability Action Plan is updated each year.

E-mail and Website

Our website is regularly updated and we ensure important information is accessible on the front page of the site.

E-mail is a useful way of letting us know that you would like a teacher to contact you. (admin@polehampton-jun.wokingham.sch.uk)

Newsletters are available through e-mail or our website. However, we will continue to send out hard copies of trip letters and consent forms. **Please advise us if a second copy of information is required.** You can also download forms from our website.

Emergency Contact Details

It is vital that we have up-to-date contact details in the event of an emergency. Please let us know of any changes as soon as possible.

E.Safety

We take online safety and social media very seriously. We teach your children about staying safe on-line, but urge parents to put all appropriate privacy setting and firewalls in place for your children's safety and welfare. We ask parents to be mindful of anything posted on social networking sites and to respect the age restrictions for all apps and sites which; age restrictions are in place for good reason and should not be ignored.

First Morning

On the first morning, please bring your child into the playground and wait by the Year 3 classrooms which are opposite the nature area – your child will know where that is. The teachers and headteacher will be outside waiting for you from about 8.30 a.m. The bell will go at 8.50 a.m. and the children will line up ready to go in. They give you a wave goodbye and go into class. Parents, please be brave!

Forgotten Items

I'm afraid we don't allow children to phone home for forgotten items unless it is really important. If you bring in items during the day please bring them to reception. Please mark items clearly.

Governors

We will send out a full list in the autumn term once the new committee structure is in place. We have a very committed Federation Governing Body who contribute to school life in setting a strategic direction.

Apart from the formal meetings, we have two Governor Days every year so that governors can come into school to get a first hand view of the school in action. They speak to staff and pupils, observe lessons and spend time in the playground.

At the end of the day, we all meet together to discuss the experience and set priorities for the future.

Helping in School

We welcome help in classes, either on a regular basis or from time to time when you have a moment to spare. **If you would like to volunteer to hear readers, please speak to the Headteacher.**

You will need a DBS clearance check; if you have one from the Infants this is fine at the Juniors.

The PTA committee runs a 'Helping Hands' scheme - parents sign up to help as much or as little as they can and don't have to be involved with the committee meetings.

Home Learning

Tasks are given out once a week to be completed by the following week. Each week, the children have spellings according to their ability, a piece of English and maths and an extension task. The tasks become increasingly more challenging as the children move up the school. From time to time, the children have longer term extended projects to complete. Most work is done in a special book.

Houses

Children are assigned to one of four Houses: Stanlake, Penn, Chiswick or Loddon. The names of the Houses have their origins in the locality and children learn about them when they arrive.

All adults in the school can give House points for good work, behaviour, helpfulness etc. Every Friday in assembly, we call out the winners for that week and present the cup to the house captains. The team that gains the most weekly points over half a term wins a treat e.g a non-uniform day.

Jewellery

Jewellery is not permitted apart from small ear studs, certain religious items and watches. Children are expected to remove all jewellery, including ear rings, for PE and swimming.

Home School Agreement

You will be asked to sign a number of consent forms, including photos, walking locally and a Home School Agreement. Please read through the latter with your son/daughter, help him/her understand, and both yourself and your child sign before returning it to school; we will photocopy it, return the original to you and keep a copy in school.

House Captains

During the autumn term, each House elects a girl and boy House Captain and a girl and boy Vice Captain. Candidates are expected to write a manifesto and present it to their House members. They take responsibility for organising competitions during the year.

Illness or accident in school

We ensure that there is a trained First Aider on hand at all times. Minor accidents are recorded in an accident book and notification sent home to parents. In the event of a more serious accident or a child taken ill, parents are contacted as soon as possible. If a visit to hospital is necessary, we will call an ambulance. If parents cannot get here before the ambulance, a member of staff will go to hospital with your child.

Library

Children visit the library once a week and choose one book to take home. Parents may be asked to pay for the replacement of a lost book.

Lost Property

We keep lost items in a wardrobe in the corridor next to Year 4. Parents are welcome to come and have a look at the beginning and end of the day. Please make sure all items of clothing, water bottles and other items are clearly labelled.

Lunchtimes

Food is freshly cooked on the premises. Our school lunches (£2.05) are very popular, but some children prefer to bring a packed lunch. (Please remember to only to give your child nut free foods in their lunch boxes.)

Children are given menus to take home and can decide whether to have lunch on a daily basis. Parents are encouraged to sign up to the Tucasi on-line payment system to pay for meals. You will be issued with a login code at the start of the Autumn term.

There is a meat, vegetarian or jacket potato option every day for lunch. Children click onto their preference during morning register time and are given an 'Option band'. They hand in their band when they collect their meal. If a child forgets to order lunch, we ask them to wait to the end of the queue.

During warm weather, we allow the children to eat their packed lunches outside.

Information regarding the provision of free meals and the relevant application forms are available from the school or the Education Officer, Shute End Wokingham. There is government funding available in school to support children in receipt of free school meals, so if you think you might be eligible for free meals please apply, even if your child normally has packed lunch.

All information is kept confidential. Please note, claims should be renewed termly.

Please let us know if your child has any specific food allergies or dietary requirements.

Lunchtime Play

We keep the field in action as much as possible during the winter. Children will be allowed to play on

it as long as they have a change of shoes and parents don't mind their children's clothes getting muddy.

Medicines

We can give prescribed medicine to children during the day provided we have written consent. We can only give unprescribed medicines with a doctor's signed letter.

Medical Conditions

We will need to have an agreed Health Plan for the management of any medical condition your child has, including asthma and allergies. Please ask for a health form from the school office.

Mobile Phones

Mobile phones are not permitted. In very rare circumstances we will allow a child to bring a mobile phone to the office, for collection after school, as long as we have a letter from the parent.

Modern Foreign Languages

French is taught across the school by Mrs Rawlings, who also teaches French at The Piggott.

Morning Break

There is a morning break; children are encouraged to eat a piece of fruit, which is provided by the school using Sports Funding. If you have signed up for the Cool Milk Scheme, your child will receive their carton of milk at break time.

Music Lessons

All children in Year 3 learn the recorder as part of their music curriculum.

Berkshire Maestros teach piano and keyboard, strings and brass during school time, and Rock and Pop teach drums and guitar. These lessons have to be paid for. Leaflets are available in reception.

Nail Varnish, make-up and accessories

We ask parents to make sure children do not wear nail varnish, make-up or fashion accessories such as Jojo bows in school.

Newsletters

We send out a newsletter by e-mail every Friday and put it on our website.

Non-uniform Days

There may be occasions for non-uniform, e.g. as a reward for winning the half termly house point cup, for charity event, or other appropriate events through the year.

Nurture support

We have two trained nurture assistants and a designated nurture room to help children if they are feeling anxious or in need of some extra support for any reason. We will always work with you in providing nurture support.

Off-site Visits

There will be opportunities for your children to go on visits to enrich their learning in History and/or

Geography. These visits are usually subsidised by the David George Field Study Trust and /or the PTA. We encourage parents to pay for these visits using the Tucasi system.

Years 5 and 6 go on Residential trips.

Parent Teacher Association

Our PTA is very active and committed to helping the school provide those essential 'extras' for the children, while having fun in the process! It has a full programme of educational, fundraising and social events throughout the year that raise significant amounts of money.

They support annual experiences and activities for each year group, the pantomime trip, raised sufficient funds to enable us to build the Jubilee classroom and have funded a substantial amount towards our improved IT provision. Parental voluntary contributions are greatly appreciated and have helped us to purchase a set of 30 chrome books. We hope to buy 30 more next year.

PE Kit

This consists of Navy blue shorts, a T-shirt and sweat shirt in House colours, and trainers for outdoor games. We recommend dark coloured jogging bottoms for winter; a swimming hat in House colours will be required for the summer term. Ear studs must be removed for PE lessons, or taped over. We have bare feet in dance and gymnastics. If a child has a verruca, he/she should wear a special sock.

Please note, we do go outside for games even in the cold and drizzle, so warm kit is essential in winter!

If your child is not able to do a PE lesson for any reason, we need to be informed in writing, either email or a written note, otherwise your child will be expected to take part.

It is useful to keep PE kit in school all week.

Play Equipment

Children use the play equipment on a rota basis at break times and lunchtimes. They are not to go on it before or after school.

Racial Equality

We are fully committed to actively combating racism in any form. Children learn the importance of treating everyone with equal respect, regardless of their beliefs, race or background. Fortunately incidents involving racism are extremely rare but if they do happen, we take them very seriously.

Reading Scheme

Our main scheme is the Oxford Reading Tree. We assess the children regularly and place them on a reading stage/level. We keep children on the scheme until we deem it appropriate for them to become 'free readers'. You might find from time to time that your child has a reading book that seems well within his/her capability. This is because sometimes children's ability to sound out the words is higher than their ability to understand and interpret

the text. There might also be a need to build confidence and fluency. The class teacher will be pleased to explain the stages in more detail if you have further questions.

Registration Routine

At register time, the children read a book or do another quiet activity. The teacher calls the register and children click on their lunchtime option on the interactive white board. Lunch option bands are given out, and the teacher asks for any letters, messages, questions etc. All notes, permission slips, money etc should be handed in at this time.

Please make sure you send in any money in an envelope, with your child's name on it and the event it is for clearly marked.

Religious Education

We teach Religious Education, following the Berkshire Agreed Syllabus.

Parents may request to withdraw their child from all or part of Religious Education and Collective Worship. Children who are withdrawn will be supervised while they do alternative work. Please put your request in writing to Mrs. Litson.

Reports to Parents and Open Evenings

Parents of Year 3, 4 and 5 children receive a full annual report at the end of the spring term and progress up-dates during the autumn term and end of the summer term. Year 6 have their full annual report at the end of the year. In the terms when you get a full report, we hold drop-in sessions for parents to see their children's work. When we send progress updates, we hold full parents' open evenings. However, parents are encouraged to make an appointment with the class teacher at any time for further information or to deal with a concern.

Running

We are a 'Running School'. This means that all children run a mile at least 3 times a week. We have seen improvements in children's concentration levels in lessons after their run, transference of perseverance and determination to self-improve and 'go for gold' from their running to class based activities such as Maths, and improved fitness and stamina. The breaktime snack ensures energy expended in running is replaced in a healthy way, establishing fitness and healthy eating as lessons for life.

Safeguarding

Our children's health, safety and welfare are of paramount concern. All staff are fully trained in Safeguarding to protect your children and we will work with parents to ensure the ongoing emotional and physical safety of every child.

The Designated Safeguarding Teacher is currently the headteacher, and Mrs Stockdale and Miss Cacutt in the headteacher's absence. The Designated safeguarding Governor is Allistaire Leighton-Young.

Our full policy is on our website and complies with Wokingham's safeguarding legislation.

SATs

Year 6 children will take their end of Key Stage tests in maths and English in May. Our school achieves well above national results, and these results are supported by a broad and balanced curriculum.

School Council

Members are elected during the autumn term by their classmates. Meetings are usually held during lunchtimes.

Sex and Relationships Education

Parents have the right to withdraw their child from all or part of Sex Education, apart from that which is required as part of National Curriculum science. Children who are withdrawn will be given alternative work in another class. Please put your request in writing to the headteacher.

Special Educational Needs

Children with additional learning needs will be supported by their class teacher or Teaching Assistant, sometimes working one-to-one or in a small group. Progress is closely monitored and regularly reviewed. We keep in regular contact with parents.

Sport and Physical Education

Polehampton CE Junior School has a long tradition of excellence in sport and physical education.

Your child may have the opportunity to take part in off-site cross country events. These are popular and Mrs Stockdale organises the team. It is best if children are transported by their parents but we do have use of a minibus if parents are unable to help. There is a limit to the number of pupils we can take to these events

If your child needs to be excused from physical activities on medical grounds, it is essential that you let us know in writing, otherwise he/she will be expected to take part in the lesson.

Staff team

Please see the last page of this document for who's who at the Junior School.

Timetable

Morning: 8.50 a.m. to 12.15 p.m.

For Safety and security reasons, children should not be in the playground until 8.40 a.m. unless pre-arranged with the headteacher.

10.40-11.00am morning break.

Afternoon: 1.25 p.m. to 3.30 p.m.

Uniform

School uniform is strongly encouraged and all parents are expected to ensure their children come to school wearing it. Please order uniform from the Gooddies website, www.goodies.co.uk

Girls' uniform is: navy skirt, navy, black or charcoal grey trousers, white shirt or blouse, plain navy cardigan, sweater or sweatshirt, low heeled black shoes. In summer they may wear red and white dresses with appropriate, sensible sandals.

Boys' uniform is: dark grey or black trousers, plain white shirt or polo shirt, plain navy sweater or sweatshirt. Black shoes.

Trainers are not permitted.

Valuables

No valuables should be brought into school. Children are not to bring in anything precious to them, including toys or fancy stationery; the school will not accept responsibility for breakages or loss of such items as everyone is aware of this rule. On toy day, electrically powered toys and games are not permitted, and children are encouraged to think carefully about what they choose to bring in.

Website

You can find out more information on our website at www.polehampton-jun.wokingham.sch.uk

Tel: 0118 934 1338

Email:

admin@polehampton-jun.wokingham.sch.uk

We look forward to welcoming your child to the Junior School and working together with you as part of our Polehampton CE Junior School Community.