



A to Z INFORMATION FOR PARENTS (September 2017)

Welcome to Redbourn Junior School. This guide is designed for new parents to introduce them to our policies and procedures.

Please refer to our school website www.redbournjm.herts.sch.uk for further information.

THE SCHOOL DAY

8.55am - 3.20pm

Lunch 12.15pm - 1.15pm

ATTENDANCE AND PUNCTUALITY

(Please also refer to Attendance Policy)

Redbourn Junior School has a joint attendance policy with Redbourn Infant and Nursery School. The school has a legal obligation to monitor the frequency and type of absence (authorised, unauthorised or approved educational activity), and the punctuality of the children. If a child is absent a written note of explanation is required. It is up to the school to decide how this absence is categorised. Parents should notify the school by telephone on the first day of absence before 9.15am.

Dentist, doctor or hospital appointments should be made out of school time. If this is not possible, a letter should be sent into the school office requesting time off.

Holidays during term time will not normally be unauthorised. In exceptional circumstances the Headteacher can authorise absence. A form, requesting permission, must be completed by parents prior to any such absence.

At 8.55am for security purposes, all entrance doors are closed. If children arrive after 8.55am they will be classified as late and they will have to enter the school through the main entrance and report to the school office.

Morning Drop Off

Children can enter their classrooms via the junior playground from 8.45am "Morning Maths" activities are completed during this time while children arrive and settle. Children are supervised on the playground from 8.40am and should not arrive before this time. If children arrive early to school, before the supervised time, it is at the parents' own risk. Registration starts at 8.55am.

We ask that parents do not disturb the teachers at this point unless it is urgent as this is a precious time to organise and settle the class, ensuring a productive day. You are welcome to speak to the teachers after school or to make a separate appointment.

Afternoon collection

If for any reason the regular person is unable to collect your child we need to be notified who will be doing so. This is obviously for security purposes.

We ask you to collect your child from their classroom door. Class teachers will not release children unless they have seen a parent or known adult.

There are two exceptions to this:

- 1) Children in Elm and Fir class will be walked onto the playground from where their teachers will release them. (This is to avoid congestion on the narrow path outside of these classrooms).
- 2) Children in Y5/6 whose parents have signed the permission form may make their own way home. (We recognise that some parents want their children to exercise a degree of independence before moving on to secondary school.)

This also applies to extra curricular activities. At times such activities may be cancelled at short notice and the office will send a text to inform parents. However, if the office are not able to contact any parents, or the parents cannot make sudden changes to their arrangements, then the child must remain in the reception area.

CASHLESS OFFICE

We are a cashless office. Payments for school meals, trips, music lessons etc. can only be made by debit/credit card on the School Gateway (www.schoolgateway.com). If you have any problems using this service, please contact the office.

CHARGING POLICY

Under the Education Reform Act 1996 schools may ask for voluntary contributions for school visits or extracurricular activities. The School has a charging policy, which is as follows:

- 1) The School will be able to ask for voluntary contributions for school trips/visits which will take place during school hours.
- 2) Where trips take place no charge will be made to parents on income supplement or family credit.
- 3) No charge will be made for ingredients/materials used in school for making an item(s), unless it is to take home.

The School considers educational visits to be an important part of the school curriculum. Providing parents continue to make voluntary contributions, there is no reason why these trips should not continue.

CHILD PROTECTION (see Child Protection Policy)

The school works in partnership with parents to support children in every way possible. However, the Children's Act places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school or a child or parent reports a situation involving possible abuse, including neglect, we would not be able to guarantee confidentiality. This would have to be referred on to Social Services. This is in line with Government and Hertfordshire policies. All staff are expected to inform the designated teacher for child protection (the Headteacher) if they have any concerns. The school follows the Child Protection procedures established by the Hertfordshire Safeguarding Children Board - a guide to procedure and practice for all professional staff in Hertfordshire who work with children.

COMPLAINTS

The school has good relations with parents and problems can usually be dealt with quickly and satisfactorily. There are various stages for the complaints procedure to pass through.

- The most common initial approach will be to the staff member concerned. Most questions concern classroom based factors and are usually resolved through explanation.
- If the parent is not satisfied with the response then the complaint should be passed on to a senior member of staff, either the Deputy Head or Headteacher.
- If a parent is not satisfied with the response made either by the member of staff or the Head/Deputy then the next recourse is to the Governors. No individual governor has any power to act and the complaint must be referred to the Chairperson for action by the appropriate committee. Full details concerning how to complain are available from the office or on the website.

CRIMINAL RECORD CHECKS

All staff employed at the school have a mandatory criminal record check through the Disclosure and Barring Service (DBS) carried out before they commence employment. All others who work at the school and have regular contact with the children, i.e. parent volunteers etc., also have a DBS check.

EMERGENCY/SNOW CLOSURE

In the event of that the school needs to close due to snow or an unforeseen emergency a message will be sent via a system called Everbridge. To sign up to get messages please click on the following link - <https://member.everbridge.net/index/892807736725489>. A SchoolComms text message will also be sent out and the website updated.

GOVERNING BODY

The Governing Body has three main functions:

- To assist the Senior Leadership Team in formulating the strategic direction of the school
- To act as a critical friend.
- To be accountable for the school's performance.

Chair of Governors: Lucy Eckley

Parent Governors: Marc Palmer, Angela McCarthy and Mark Hill

Staff Governor: Claire Gaze

Local Authority Governors: Graham Lane

Co-opted Governor: Lucinda Carney

Governors can be contacted via the School Office.

HOMEWORK

Homework is an important part of school life and we value the contribution that learning at home can make. Please see our homework policy for further details.

ILLNESS/MEDICINES

(see Managing Medicines Policy)

Listed below are the recommendations of the Hertfordshire Health Authority. This is only a guide, and it must be stressed that if you are in any doubt whatsoever, you must consult a doctor.

Diseases	Exclusion Period
Chickenpox	Five days from onset of rash
Conjunctivitis	None but seek medical advice for treatment
Diarrhoea and vomiting	Exclude until symptoms have stopped for at least 48 hours

Head lice	No exclusion necessary but refer to pharmacy for advice on treatment
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
Measles	For 4 days after onset of rash
Mumps	For 5 days after onset of swelling
Ringworm (general)	No exclusion once appropriate treatment made by GP
Rubella (German measles)	For 6 days from the onset of rash
Threadworm	No exclusion necessary but treatment necessary
Verrucae (warts)	No exclusion necessary but keep lesions covered
Whooping cough	For 5 days from commencing appropriate antibiotics

Please do not send any child back to school if the minimum period of absence is up and they are not fully fit.

Under certain circumstances we may administer anti-biotics if they have been prescribed by a doctor, however we will not administer any other medication such as painkillers (Calpol etc), hayfever medication, creams and sprays. You are welcome to come to school to administer these yourself.

JEWELLERY/COSMETICS/MOBILE PHONES/MONEY

We do not allow the children to wear jewellery except for small plain studs in the ears; this is for health and safety reasons. We follow the advice given by national organisations that ear studs and watches must be removed before P.E. If the child cannot remove their ear studs unaided and put them in again, then parents must supply micropore to tape over them. Staff do not assist with the taking out or putting in of earrings. Watches, if worn, should be of a sensible design. The school cannot take responsibility if they are mislaid or broken.

COSMETICS, tattoos and nail varnish are not permitted at any time.

Hair bands should be plain and hair tied back if longer than collar length.

MOBILE PHONES - There may be special circumstances when you wish for your child to have a mobile phone. It is not appropriate for children to have access to them during the school day. Mobile phones are to be handed into the school office on arrival in the morning and collected at the end of the school day.

MONEY - Unless for a specific purpose, such as a fundraising event, children should not bring money into school.

LUNCH

Our school meals are provided by Hertfordshire Catering Limited. Children have a choice of three hot main meals (one of which is vegetarian), or a packed lunch made in the kitchen. All meals meet strict government nutritional standards. **All meals must be paid for in advance.** If requested, we can send you a charge forecast letter for the half or full term. Any credits will be carried forward to the following term.

Children may also bring a packed lunch from home but we ask that this does not contain sweets, chocolate, nuts or fizzy drinks.

PARENTAL INVOLVEMENT

It goes without saying that a school succeeds best when parents and teaching staff work together. We encourage parents to become involved in the life of the school and volunteer whenever possible. If you have any concerns then we strongly encourage you to talk to the class teacher about it (preferably after school) or if necessary telephone the school. A request for an appointment, however, is always helpful as the teachers may be involved in other activities. If you wish to see the Headteacher, please contact the office for an appointment. The Headteacher will of course try to see any parent at any time if the matter is very urgent. Throughout the year there are various ways in which we communicate with parents and carers.

- Parents will receive written reports each term and there will be opportunities for parents to meet teachers formally to discuss their reports. Reports will contain information regarding progress towards targets.
- Weekly Class Updates from class teachers are posted on the school website. These outline the learning activities for each class along with reminders and details of homework.
- Every term we also hold informal parent drop-in sessions after school. These are an opportunity for parents to view work on display in classrooms and see the work that pupils have been doing in their books.
- We hold termly curriculum information evenings.
- A weekly school newsletter is emailed to all parents.

We hope that parents will feel able to contact the teacher at other times for an appointment, if this seems desirable.

We urge all parents to sign up to SchoolComms. The majority of our communications will come out via email. We also use an online service called the Parent Evening System for parents to sign up for parent consultations, clubs and to order tickets for concerts and performances.

Our website contains information such as term dates and details of clubs etc.

PARENT TEACHER ASSOCIATION (PTA)

There is an active Parent Teacher Association in the school which has done much to supplement the provision of equipment and materials over the years. Without its help the School would be much the poorer.

The PTA committee organise several well-attended events including an annual Spring Fair. Other fund raising events, including discos and quiz nights, are held at various times of the year.

We are always looking for new parents to help in any way, no matter how small. If you would like to find out more or volunteer your services then the School Secretary will be able to give you the names and telephone numbers of PTA representatives who will be only too pleased to talk to you. You can find further information on our website. Every parent with a child at school is automatically a member of the PTA.

POLICIES

The following policies are available to download from our school website:

Curriculum Policies Feedback and Marking Homework Home School Agreement Sex and Relationship Education (SRE)	Finance Policies Charging and Remissions Lettings
General Data Protection Complaints Procedure Freedom of Information Health and Safety	Pupil Welfare Policies Attendance Behaviour and Discipline Child Protection Children Looked After Internet and E-Safety Managing Medicines in School

READING

At Redbourn Juniors we believe that reading is the most important thing children can do at home. Parents play a key role in developing reading skills and a love of books. As well as hearing their child read, parents are encouraged to read aloud to their children at all stages of school - not just in their early years. Our expectation is that all children will read at least 3 times per week, and preferably every day. Parents are encouraged to talk about the book that their child is reading and to ask questions that will further their child's understanding of the text. Further information about how to help your child is available on our website.

SAFETY IN THE SCHOOL GROUNDS

Dogs must not be brought into the school grounds, even if they are carried. This is a directive from Hertfordshire County Council for all schools.

If you open any gates please ensure you close them behind you.

It is forbidden for children, including pre-school children, to ride bikes or mini-scooters in the school grounds. Also children must not use the play equipment/tyre park/play trails before or after school.

SNACKS/DRINKS

Children are allowed to bring in fruit or a healthy snack for their break time. Milk is available for children, for which a charge is made at the beginning of each term.

Children are asked to bring in a small bottle of water with a retractable nozzle so that they have easy access to water during the day.

Due to the number of children who have an allergy to nuts, the school has decided that **no products containing nuts will be served or permitted within school. Please remember this includes Nutella and other chocolate spreads, and several pasta/salada dishes containing pesto.**

TRAVEL TO SCHOOL

We encourage all our drivers to follow our code to make the journey to and from school as safe as possible for our children and to respect the peace and property of surrounding residents.

- In order to ease congestion drivers are requested to follow the unofficial one-way system i.e. to treat Long Cutt as a one-way system.
- Parents **may not** bring their cars into the school grounds **at any time**.
- Never stop or park, on or opposite the zigzag lines near the school gates.
- Leave plenty of time to find a parking space.
- Do not park on the grass verges or across residents' driveways - we do get complaints.
- Ask yourself 'Is it really necessary to drive my children to school today?'

UNIFORM

We encourage our pupils to take great pride in their school and as such place importance on insisting that uniform is worn smartly. All items are available online from www.yourschooluniform.com. Many items can be purchased through normal chain stores. Where uniform such as trousers or skirts are bought from other suppliers we ask that logos and decorations are avoided.

Please ensure that all clothing is adequately marked - including shoes and socks!

Girls

- Trousers - black or grey
- Skirt / Pinafore dress - grey
- Blouse - white or white/red polo shirt with/without school logo
- Summer dress - red/white stripe or gingham
- Sweatshirt / Cardigan - red with school logo
- White socks or grey tights
- Black sensible shoes, with heel support and no open toes

Boys

- Trousers - Grey or black (long or short)
- Sweatshirt - red with school logo
- Shirt - white or red polo with/without logo
- Grey or black socks
- Black sensible shoes

PE Kit

- Plain T-shirt appropriate to house colour
- Black shorts
- Black jogging bottoms (for winter)
- Suitable trainers (not plimsolls as these do not give adequate support).

Current Staff Structure - 2017/2018

Senior Leadership Team	
Mr Nathan Hairon	Headteacher
Mrs Vicky Burman	Deputy Headteacher
Mrs Claire Gaze	Y5 & Y6 Phase Leader
Miss Melissa Dawes	Y3 & Y4 Phase Leader
Mrs Athena Redwood	Inclusion Leader (SENCO)

YR	Class	Teacher	Teaching & Learning Assistants
3	Elm	Miss Melissa Dawes	Mrs Beverly Walters
3	Fir	Mrs Gemma Lunt	Miss Emma Norman
4	Acer	Mrs Kristina Stevens	Mrs Sadie Marchment Mr Timon Glock
4	Pine	Mr Christopher Harrison	Mr Mike Kneller Mrs Sue Field
5	Birch	Miss Catherine Abbott	Miss Sarah-Jane Stephens
5	Cedar	Miss Jessica Pott	Miss Wendy Trowt
5	Hazel	Mrs Heather Tott	Mrs Wendy Setchell
6	Hornbeam	Mrs Claire Gaze	Mrs Jenny Khanna
6	Sycamore	Miss Alexander Hogan	Mrs Sue Hiller

Other Teaching Staff	
Mrs Sarah Charlesworth	Special Educational Needs Co-ordinator (Currently on maternity leave)
Mrs Sarah Gardner	Cover Teacher
Mrs Athena Redwood	Computing Teacher / SENCO (covering maternity leave)
Mrs Siona Thomas	Cover Teacher
Mrs Sue Willis	Cover / French Teacher

Support Staff	
Mrs Michelle Blakemore	Office Manager
Mrs Sarah Lowther	School Secretary
Mr Trevor Hall	Caretaker
Mrs Olive Hensby	Senior Midday Supervisor
Mrs Pauline Harvey	Cook
Mrs Sue Plater	Assistant Cook / Cleaner
Mrs Noiemik Armenian	Kitchen Assistant
Miss Lauren Mighall	Cleaner

Term Dates 2017-2018

Autumn Term 2017

Thu 31st August 2017	Inset Day (School Closed)
Fri 1st September 2017	Inset Day (School Closed)
Mon 4th September 2017	Children Return
Mon 23rd October 2017 - Fri 27th October 2017	Half Term
Tue 19th December 2017	End of Term at 1.35pm

Spring Term 2018

Wed 3rd January 2018	Inset Day (School Closed)
Thu 4th January 2018	Children Return
Mon 12th February 2018 - Fri 16th February 2018	Half Term
Thu 29th March 2018	End of Term at 1.35pm

Summer Term 2018

Mon 16th April 2018	Inset Day (School Closed)
Tue 17th April 2018	Children Return
Mon 7th May 2018	Bank Holiday (School Closed)
Mon 28th May 2018 - Fri 1st June 2018	Half Term
Mon 4th June 2018	Inset Day (School Closed)
Fri 20th July 2018	End of Term at 1.35pm