

# Field Junior School

## School Prospectus



A happy school  
Where learning, achievement  
and respect are valued by all

FIELD JUNIOR

# Welcome to Field Junior School

A happy school where learning,  
achievement and respect are  
valued by all



Field Junior School  
Watford Field Road  
Watford  
Hertfordshire  
WD18 0AZ

Telephone: 01923 221877

E-mail: [admin@fieldjm.herts.sch.uk](mailto:admin@fieldjm.herts.sch.uk)

Website: [www.fieldjm.herts.sch.uk](http://www.fieldjm.herts.sch.uk)

**HEADTEACHER: Miss J Brooks B.Ed. (Hons)**

FIELD JUNIOR

# WELCOME TO OUR SCHOOL!

**A happy school where learning,  
achievement and respect  
are valued by all**



We, at Field Junior, see our school as a safe and happy environment where children can enjoy a wide range of educational opportunities and experiences led by a motivated and well supported staff team.

We believe that parents should be well informed and able to share in their child's school achievements and we aim to work with you, in partnership, to achieve the best for your child in both welfare and learning.

The leadership team of the school work hard to provide a well structured development process through the school, well supported by a pro-active governing body.

We have a unique Victorian building, in which we have created a range of facilities for the benefit of the children, accessible to the wider community, with the aim of achieving a broad menu of curriculum opportunities within a positive learning environment.

We have an ethos of care and support, where children are nurtured and taught to respect, value and co-operate with all members of the school community, whilst developing confidence and their own sense of individuality.

We believe that all children should have access to strong core learning, quality teaching and an interesting and enriched curriculum and leave Field Junior with an enthusiasm for their future learning.



FIELD JUNIOR

# We aim to be a school that...

**A**

motivated staff who are well supported.

**C**

children who enjoy stimulating educational experiences and have enthusiasm for learning.

**H**

Headteacher and management team providing good channels of communication and managing change.

**I**

informed parents who are able to share in their child's education.

**E**

Excellent facilities in a building that is well utilised and maintained.

**V**

vision and goals achieved through a planned development process.

**E**

Established community school that builds on community relationships.

**S**

Strong links between the school and the governing body.

FOR THE FUTURE

# Admissions Policy



Field Junior School is an inclusive school and we seek to provide equal opportunities for all our pupils.

Children are normally admitted into the junior school in the September after their seventh birthday. Children moving on from a local infants school will be asked to select the school through the Hertfordshire co-ordinated admissions scheme. This process usually begins early in Year 2 of Key Stage 1.

The majority of our pupils come from Watford Field Infant School, however, this is not a prerequisite of entry into our school. Anyone seeking a place at Field Junior should consult with the local admissions team ([hertfordshire.gov.uk/services/schools-and-education/school-admissions](http://hertfordshire.gov.uk/services/schools-and-education/school-admissions) /Tel: 0300 123 4043) - this need not necessarily be at the beginning of the school year.

The admission is usually into one of two parallel classes of up to thirty pupils. In the event of over subscription, places will be allocated according to Hertfordshire guidelines. These are listed below.

Section 324 of the Education Act 1996 required the governing bodies of all maintained schools to admit a child with an Education, Health Care Plan (EHCP) that names the school. If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications -

**Rule 1 – children looked after** Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). Adopted children must have been previously looked after by an English or Welsh local authority. Children who were not looked after immediately before being adopted, or made the subject of a child arrangements order or special guardianship order, will not be prioritised under this rule

**Rule 2 – medical or social needs** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school. All Hertfordshire schools can support children with a wide range of additional needs and are expected to accommodate severe medical needs. An application made under Rule 2 should clearly demonstrate why the school applied for is the only one that can meet your child's need in a way that no other school can.

**Rule 3 – linked school** In the case of junior schools, children who attend the linked infant school at the time of their application.

This rule is only relevant if you are applying for a place at a junior school and your child is currently in Year 2 of the linked infant school. If your child is currently attending a community or voluntary controlled infant school with a linked junior school, you will qualify under Rule 3.

**Rule 4 – siblings** Children who have a sibling on the roll of the school (or linked school) at the time of application.

**Rule 5 child's nearest school** -Children for whom it is their nearest community or voluntary controlled school, or school / academy using our admission rules and / or definition of "nearest". This can include schools outside Hertfordshire.

**Rule 6 children living closest to school (distance)** Children who live closest to the school are given priority. Children not considered under Rule 5 will be considered under Rule 6.

WATFORD FIELD JUNIOR SCHOOL

# The Staff at Field Junior



## Senior Leadership Team

**Headteacher:** Miss J Brooks

**Deputy Headteacher/Junior Head Teacher:** Mrs L Thomas

**Assistant Head (Inclusion Manager/DSL):** Mrs L Connell

Assistant Head : Mrs K Kenyon

## Other Teaching Staff

Mrs D Ayling, Miss S Connolly, Mr O Harvey, Mrs A Hunt ,Miss Popa,  
Miss K O'Brien, Miss Z Timms, Mrs N White, Miss M Williams, Mrs Shepherd, Mrs Wakeman

**Office Manager/:** Mrs J Conroy **School Administrator** Mrs C Barrett

## Teaching Assistants/Support Staff

Mrs Dorunay, Mrs Brodie, Mrs Burnett, Mrs S Dasgupta, Mrs L Hudson,  
Mrs Motteram, Miss Phillips, Mrs Simpson, Mrs Patil,

**Caretaker:** Mr J Lindsay

## Midday Supervisory Staff

Mrs G Galahitiyawa  
Mrs Simpson, Mrs N Yaqoob,  
Senior Staff  
And sports coaches

## Cleaning Staff:

Miss C Hard, Mrs R Shah



FIELD JUNIOR  
SUPPORT STAFF

# The Governing Body



The Governors are volunteers drawn from a range of school and community backgrounds and they have responsibility for the strategic direction of the school. The governing body acts as a critical friend to the school and governors discharge their duties via regular committee meetings, visits to the school and in specific roles relating to the main areas of governance.

## Current School Governors

**Mr Allen Talbot** – Vice Chair (Co-opted)

**Miss J Brooks** - Headteacher

**Mr Kingsley Thomas** (co-opted)

**Mrs L Thomas** Associate Governor

**Mrs Annette Hunt**- Teacher Governor

**Mrs Tiann Madden** - Co-opted Governor

**Mr Sam Brinnand**- Co-opted Governor

**Mr Andrew Gayle**—Parent Governor

**Mrs Nazneen Mughal**– Parent Governor

**Mr Aaron Griffiths**– Parent Governor

**Mrs Asif**– Co-opted Governor

**Mr Mukund Lad** - Clerk to the Governors

A list of governor details can be obtained from the school office.  
Parent Governors are elected members and vacancies are advertised via letters to all parents as they arise. Elected governors serve a four year term.

FIFTEEN JULY 2015

# Daily Routines



## Beginning the Day

A bell rings in school for the school day to begin at **8.50am**.

**Children should arrive on the playground promptly - at least 5 minutes before the bell rings.**

The children line up in class groups on the playground.

Years 3 and 4 - Lower Playground      Years 5 and 6 - Upper Playground

Teachers collect their classes from the playground and escort them into school.

If, for any reason, your child is late into school you, or an accompanying adult, must sign your child in at the school reception. Please **do not** park in the school car park when bringing your child into school.

## Daytime Access

For reasons of security, all entrance gates except the Elfrida Road car park entrance are closed at 9am each day and opened again at the end of the school day. The school reception is reached by entering via the double car park gates in Elfrida Road. There is a door entry system in operation. All visitors must report to reception.

## Parking

There is limited staff parking space within the school grounds, so parents are **not** permitted to park in the school car park without prior permission.

To encourage healthy lifestyle, we encourage pupils to walk to school whenever possible, although we appreciate some families live some distance from the school. There are parking restrictions in the school vicinity. As a result of negotiations by the two Watford Field Schools restrictions are relaxed for a brief period at the beginning and end of the school day **in the permit bays in Lammas Road, Tucker Street and Elfrida Road ONLY and in the Pay and Display areas. No Yellow Line/ZigZag Line Parking Allowed. Please respect the rules or this concession may be lost.**

**PLEASE NOTE WE HAVE A 'NO IDLING ZONE' OUTSIDE THE SCHOOL PERIMETER.**

## Break Times

Children have two breaks during the school day. Morning break lasts from 10.15am—10.35am. Children are usually split by class/year groups on two playgrounds. Lunchtimes begin at midday and end at 1.00pm.

Children may bring a piece of fruit or a healthy snack for morning break. We are a nut-free school so please ensure snacks **do not contain any form of nut.**

## End of the Day

A bell rings at 3.20pm signalling to teachers that the school day is over. Gates are opened at this time and parents collect children from the school playground. Children are dismissed from their years group's playground exit. In the interests of safety, we do not expect children to walk to and from school unaccompanied\*. Children should not enter or exit via the car park without an adult. If children leave the school within the school day (e.g. for a medical appointment) or late at the end of the school day, they must be collected from reception and signed in/out by an adult.

\* In the spring/summer term some Year 6 parents may want their children to walk independently, in preparation for secondary school. We require written authorisation for this.

WATFORD FIELD SCHOOL

# The School Day

8.50am - Registration

9.00am - 10:15am Session 1

10.15am - 10.35am - Morning Play

10.35am - 11.45am - Session 2

11.45 - 12.00 - Assembly

12.00 - 1.00pm - Lunchtime

1.00pm - Registration

1.10pm - 2.10pm - Session 4

Teachers may organise a 10 minute  
'comfort break' during the afternoon.

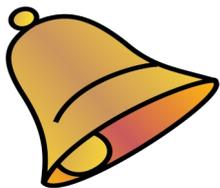
2.20 - 3.20 - Session 5

3.20pm - End of School Day

## Thursday Morning

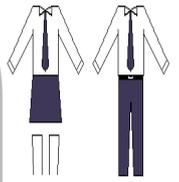
9.00am - 10.15am - Session 1

Achievement Assembly is held at  
10.35am.



FITTED JUNIOR

# Our School Uniform



White shirt, blouse or polo shirt

Dark grey trousers, skirt or tunic

Dark blue pullover, school sweatshirt or cardigan.

Blue summer dress

Black school shoes (can be black trainers).

Girls wearing the hijab—plain colour—preferably black or blue



We expect all pupils to wear school uniform but we do not expect uniform to have the school logo.

Basic items are available in most high street stores.

[School sweatshirts, cardigans, PE T-Shirts and fleeces can be purchased from MAPAC.com](http://MAPAC.com)

## PE KIT

Please provide the following in a bag that is clearly labelled:

Plain shorts and a t-shirt (team colour t-shirts should be used).

Plimsolls and trainers.

A change of socks and a change of underwear can be useful

Children in Years 4, 5 and 6 also need a swimming costume and a swimming cap.

**PE KITS SHOULD BE IN SCHOOL MONDAY TO FRIDAY or children may wear their PE kits to and from school on PE Days.**

## EQUIPMENT

A pencil case containing - pencils, colouring pencils, eraser, sharpener, highlighter, glue stick (please label items).

A plastic wallet or book bag to protect reading books and home-school link book.

Please remember to label all items of clothing with your child's name—NB. Biro washes out very quickly so use a permanent marker or sew-/iron in labels please.

**Lost property is kept in the lower hall.** Any unclaimed items are sorted, displayed and then disposed of at the end of every term



FOOTWEAR  
FIFTEEN JULY

# The School Curriculum



Teaching and learning involves the application of a variety of teaching styles and incorporates both cross curricular and focused subject teaching in our school. Children are given opportunities to work in class, group and individual learning situations and we aim to develop motivated, independent learners who can communicate well through a range of mediums.

Staff plan and work co-operatively to ensure continuity and progression and the ideas of co-operation and team work are encouraged both in the classroom and throughout the school.

## ENGLISH

Our daily English activities are based on the National Curriculum, which encourages high expectations on children's progress throughout Key Stage 2. The teaching of grammar and reading comprehension are incorporated into our daily lessons and children are given the opportunity to develop skills and confidence with written and spoken English, both in a specific and a cross-curricular context. Children have experience of a wide range of texts to broaden their knowledge and interest in the written word. There is a particular emphasis on improving writing through editing in all classes. Phonics skills, developed in the infants' school, are incorporated into the Year 3 curriculum to embed learning and to act as a foundation for higher order literacy skills.

Writing activities also include opportunities for extended writing and writing is a key element of topic based study.

## MATHS

We follow the National Curriculum programme of study for maths and our children learn a variety of approaches to solving questions and problems. There is an emphasis on core arithmetical skills and we are keen to build competence in number skills and written arithmetical processes. Our calculation policy, outlining the progression of skills and methods through the junior school is available to all parents on the school website. Work on mental and oral strategies help the children to develop confidence and agility with number. There is now a national expectation that all children will be confident with times tables recall by Year 4 of primary school and we encourage parents to support their child in regular practice of times tables skills.



## SCIENCE

The National Curriculum also forms the framework for our science programme. The children learn through a range of knowledge based and practical 'hands on' activities. They learn about the world around them and develop skills required to investigate and discover scientifically. The curriculum is covered in cross curricular and subject specific contexts. Healthy living and healthy eating topics are covered as part of the science curriculum.



FUTURE LEADERS

## COMPUTING

We have a well equipped computer suite with networked laptops and an interactive whiteboard. All classrooms are networked and have Wi-Fi, Smartboards and a linked sound system—valuable teaching and learning tools across the curriculum. Sets of I-Pads offer opportunities for individual, small group and class learning. Children also make use of digital cameras, sensor equipment, microphones and other controlled technologies where appropriate.

The computing curriculum gives children regular opportunities for computer access and our schemes of work are designed to give children awareness of internet safety, opportunities for basic programming and control activities, skills in a range of software packages and apps and curricular use of online tools such as blogs and wiki pages. Teaching may be discrete or linked to topic work.

We have access to the Hertfordshire Grid for Learning which offers a range of study and research activities and access to email communication.

## HISTORY AND GEOGRAPHY

The work in these two humanities subjects is largely topic based. Children learn how to appreciate things from different viewpoints and are taught to use a variety of resources to discover information. Children are given a 'hands on' approach when possible to enhance their understanding of the past and the world around them. Themed days, visits and role play are incorporated into our history curriculum and children in years 4 and 6 will have the opportunity to attend a residential field trip or participate in non-residential activities to discover elements of the geography curriculum at first hand.

## ART

We have a dedicated art room . We are keen to promote the arts within the school and to look for wider community links and activities to support this. Our scheme of work ensures that the children develop skills using a variety of techniques and a range of media and art work is often incorporated into our themed topics.

## MUSIC

We have a music room which houses a wide range of instruments for the children's use. We have subscribed to the County's 'First Access' music teaching programme to enable all year 3 children to receive one year of timetabled class violin tuition. Parents can choose to pay for individual tuition on musical instruments with peripatetic music teachers from the Hertfordshire Music Service - currently including violin, cello, clarinet, piano and keyboard.

Music and performance are important to school life and we have annual events such as Harvest Festival, music concerts, a Christmas production and a year 6 performance. We have also performed in wider community events with groups such as the Watford Schools' Choirs, Watford Palace Theatre and as part of a song composition project for the Hertfordshire Music Festival.



WATERLOO  
JULIAN  
STEVE  
CITIZEN



## PERSONAL, SOCIAL AND HEALTH EDUCATION (PSHE)

Many aspects of this area of education are integrated into other subjects. Activities such as drama, debate and discussion are used to explore issues within the classroom.

Health education throughout the school covers personal hygiene, the importance of exercise, care of teeth and healthy eating.

The school has a planned SRE programme which links with our science curriculum and as the children progress through the school they will learn more about human development. By year 5 the children will be aware of the issues of puberty. In the summer term of year 6 we also focus on sex and relationships education. Teachers make use of video, online and discussion resources for this work, with guidance information from school health professionals. Parents are given the opportunity to view and discuss materials used in advance of lessons. Parents may request to withdraw their children from some of the elements of this topic. The policy is agreed with school governors and follows national and county guidance.

## BRITISH VALUES

Our school is fortunate in having a richly diverse community to draw upon when promoting British Values. Our work in school acts to reinforce the core values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.



## SCHOOL PARLIAMENT

At Field Junior we have a School Parliament which meets regularly and plays an active role in school life. A boy and girl representative from each class are elected annually. They are able to take along ideas and issues raised by their fellow class members. Matters are then shared with the headteacher, staff and other relevant parties. They also share ideas from their action plan directly with the school's governing body. Feedback is given to parliament members to share with their classmates.

School representatives also take responsibility for playground equipment and deciding fundraising projects for the year.



## THEMATIC ACTIVITIES

We organise whole school theme weeks and whole school topics. This approach offers opportunities for children to share their learning with the rest of the school in displays and special assemblies. Visiting experts or providers are often invited into school to help bring subjects 'to life'.

## SCHOOL WEBSITE

The school website contains a lot of useful information about the school including term dates, diary events and newsletters. You can also find out information about the curriculum. There is also statutory information regarding the school and website links to support children's learning. [www.http://fieldjm.herts.sch.uk](http://fieldjm.herts.sch.uk).



# Special Needs



At some point in their education, children may need to have extra support in school, beyond that which is already provided. We define this as a 'special need' and we follow Hertfordshire guidelines on special educational needs, disability and inclusion.

If your child does have an educational, physical or behavioural need, the class teacher will work with you to seek the best possible support for your child. A child with special educational needs may have specific targets to set out achievable goals and the means by which these might be achieved. These will be reviewed with you regularly and new goals set.

Children with more complex needs may have an Education Health Care Plan (EHCP) to help maximise learning potential. This is reviewed annually with family, school and external professionals' involvement.

The SEN (Special Educational Needs) role is undertaken by our Inclusion Leader (INCo) if you have any particular concerns she will be able to discuss them with you.

Support for vulnerable pupils is also sourced and funded from our 'Pupil Premium' budget, with the aim of narrowing any achievement gaps between this group and others in the school. The school sets out a range of strategies to support particular learning needs and disabilities. This is called a 'Provision Map'. This will be used to identify appropriate support for a child. The support might be in the form of individual support, group activities, 'catch up' interventions or enrichment work with more able pupils.

The school is also able to make referrals for support or advice from other agencies if necessary. We are currently able to ask for support from the Educational Psychology Service, the Specific Learning Difficulties advisers, Outreach Service from Colnebrook School, the Speech and Language Service, Occupational Therapy advice and behaviour support from Chessbrook School and our area DSPL9 (Delivering Specialist Provision Locally) support service.

Where a child is in need of the support of more than one service you may be involved in a 'Families First Early Help Module'. This is a multi-agency process aimed at securing support to best suit a child or family's needs.

We also subscribe to the 'South West Herts Partnership' family worker service. Which offers us access to family workers who can work directly with families on a variety of family issues.



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# Extra Curricular Activities



We aim to offer all our children a breadth of learning and the opportunity to learn and develop, new skills and talents. One means of achieving this is through a varied programme of extra-curricular activities.

All teaching staff, and many support staff, in our school volunteer their own time to plan and run activities beyond the work of the timetabled curriculum.

## LUNCHTIME AND AFTER SCHOOL CLUBS

We offer lunchtime and some after school clubs to children in all age groups. Most of these are run by our teachers and are free.

If there is demand for a club run by an outside agency (such as 'Superstars football, boxing, archery or 'All Starz' Street Dance ) then a charge will be made by the provider.

Clubs may change at different times of year and staff occasionally offer new activities. Clubs offered to pupils in the past year included:

Choir, Art, Computer Coding,  
Recorder, Drama, Football, mindfulness, yoga



At lunchtimes we also have 'Superstars' sports coaches

## RESIDENTIAL TRIPS

We offer residential field trips to children in two of the four year groups. These trips offer children the opportunity to learn outside the classroom environment and helps them to develop social skills and independence. We are very grateful for the goodwill and commitment of our staff in planning and running these popular activities.

We hope that all our children will participate in at least one residential visit during their time at Field Junior.

Children who do not wish to participate in residential activities will take part in parallel non-residential activities whilst trips are taking place.



FIELD JUNIOR

# Pastoral Care and Discipline

Pastoral care is an important element of school life and we work hard to achieve a happy and co-operative school community and a comfortable and supportive environment for our children.

The children are involved in setting the framework for good behaviour in our school -

- Each year the children have the opportunity to contribute to setting the school rules, which are then displayed around the school.
- Each class develops its own class rules which reflect agreed expectations for class behaviour.
- The school parliament is an arena for children to share their views on behaviour issues.

We have a positive behaviour policy at Field Junior. We aim to praise and reward excellence and effort.

Our rewards include -

- Team points
- Weekly certificates of achievement
- Weekly Friendship Awards
- Weekly Attendance Awards for classes
- End of year certificates and awards
- Half termly rewards for the school house gaining most points.



Good behaviour is very important in and around school and we have been praised by Ofsted for the good standards of behaviour in every facet of school life. We have different levels of classroom and school sanctions - and behaviour is monitored by the headteacher and senior staff in conjunction with the class teachers.

Teachers will contact parents if they feel there is a significant behaviour issue. You may assume that your child is generally well behaved if you do not hear anything.

Some behaviour issues are not easily resolved. Behaviour contracts may be used to encourage children to be more accountable for their behaviour and to monitor progress towards agreed targets. In extreme or persistent cases referral to outside agencies may be necessary.

Copies of the Behaviour Policy and Bullying Policy are available from the school office on request.

## Know the Rules



FIELD JUNIOR  
SCHOOL

# Home-School Communication



We hope that you will feel you can communicate effectively with the school. There are a number of ways in which we aim to keep in touch.

**The School Office** (open from 9am—3.20pm each day)

Mrs Barrett, our school administrator is usually available to make appointments and deal with day to day problems.

It would be helpful if telephone calls (unless confirming an absence) be made between 9.30am and 2.30pm. There is an answerphone for you to leave a message if the phone line is busy.

Appointments to see the headteacher or a senior staff member must be made via the school office.

Class teachers can usually meet with you briefly at the end of the school day. Please indicate that you would like to speak and wait until the children have left the classroom before beginning any discussion.

To arrange a longer meeting, contact the school office or arrange a date with the class teacher in person.

Mrs Barrett deals with the administration of school meals, school milk and attendance and she is in the office every morning from 9:00am.

## HOME-SCHOOL LINK BOOK

Your child will be issued with a link book every six months. This is used to record such things as homework, reading practice and informal messages. It is also used to record spellings and rewards. Please do not use it for absence notes.

## NEWSLETTERS

We issue a newsletter every Friday to keep you informed of forthcoming events and points of concern or interest. The newsletter is published on the school website. We try to send other letters home on a Monday, if possible.

There are notice boards with school information at the edge of both upper and lower school playgrounds and a range of information leaflets and details of local family activities are displayed in the school reception.

## ABSENCE

If your child is absent from school, please telephone the school office as soon as possible on the **first** and, if absence continues, the **third** day of absence.

The reason for absence should be confirmed in writing when your child returns to school. Please do not use the link book or email to report absence.

Registers are monitored regularly by the school and the attendance improvement officer (AIO) from the Local Authority. We would expect all pupils to have a **95%+** attendance rate in school unless there are exceptional reasons.

We are keen that children learn to be punctual - parents are their role models.

If, for any reason, your child is late an adult must sign them into school in the late book, which is located in the school reception.

**Please note we are no longer able to authorise term time absence for family holidays**

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# Parents in School



## **PARENT HELP**

Occasional help with school events is of great help to the school.

For safeguarding reasons regular helpers will be required to obtain DBS clearance.

## **PARENTS' EVENINGS**

We are happy to discuss any aspect of your child's learning with you. You can make an appointment with your child's class teacher via the link book or via the school office. The end of the school day is better than before school in most instances.

We have parent consultations in the autumn and spring terms to enable the class teacher to share your child's progress and targets with you. You will receive an annual written report at the end of the summer term.

At some stage within the school year, we also aim to hold an open event - a curriculum workshop or meeting for parents, where you are able to find out more about how your child learns in the classroom. Smaller workshop sessions, on specific elements of the curriculum, also run at various points in the year.

'Meet the Teacher' sessions are planned early in the autumn term to help familiarise you with the organisation, teaching and classroom routines in your child's new class.

## **SCHOOL EVENTS**

Extra-curricular activities are given a priority at this school and we like to offer you opportunities to share in the developing skills and talents of the children. We hold events through the year - such as music concerts, drama activities and school performances - to which parents are warmly invited.

Our children also take part in many local sporting events with other local schools .

FUTURE PARENTS



# Welfare and Pastoral Support



## WELFARE AND PASTORAL SUPPORT

The welfare of our children is a primary concern for home and school alike. If there are matters regarding the health or well being of your child that you wish to share with the school, please do speak to the class teacher, Mrs Connell (Inclusion) or the headteacher.

If your child is unwell during the day they will usually be sent to the medical room. One of our first-aiders will take care of him/her and make contact with you, if necessary.

If your child has a persistent or chronic medical condition or allergies we will need to discuss these with you to ensure the correct procedure is followed. Miss Brooks will be your point of contact for this.

## ATTENDANCE

Miss Brooks oversees attendance in the school and liaises with the Attendance Improvement Officer (AIO) regarding cases of dipping attendance or persistent absence. If your child's attendance is causing concern you may be required to submit further evidence to support absence or attend a meeting in school.

Ongoing issues may be referred to the School Attendance Team for more robust action, which can include Penalty Notices.

**In line with Government legislation, term time absence will not be granted for term time holidays.**

Only in exceptional circumstances may term time absence be permissible for a one-off reason. On such occasions we will take account of factors such as the nature of the request, the child's pattern of attendance, punctuality and progress. Such absences should be for the shortest possible time.

As is the case in examination years in most schools, we will not authorise term time absence for periods before or during end of Key Stage tests in Year 6.

## SAFEGUARDING

The school works in partnership with parents to support children in every way possible. Occasions do arise when our concerns about a child may mean that we have to consult with other agencies.

'The school follows the statutory guidance laid out in ' Keeping Children Safe in Education' (DFE) and procedures laid out by the Hertfordshire Safeguarding Children Board. Schools are expected to ensure they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse. Where there are concerns regarding the welfare of children the school works with Hertfordshire Children's Services, which is a multi-agency organisation. **Miss Brooks , Mrs Connell, and Mrs Thomas are the Designated Senior Persons (DSP) for Child Protection.**

WELFARE AND PASTORAL SUPPORT

# Fundraising



## PARENT TEACHER ASSOCIATION

We are aware that our parents are keen to support their children in their schooling and all parents joining our school become members of our Parent Teacher Association.

The work of the PTA have helped to provide many valuable resources for the school and have created opportunities for our children and their families to enjoy a range of social activities.

Resources that have been funded by the PTA include—new portable staging, stage lighting and a sound system, playground equipment, 'Buddy benches' and sports equipment, whole school theatre visits.

Activities organised have included:

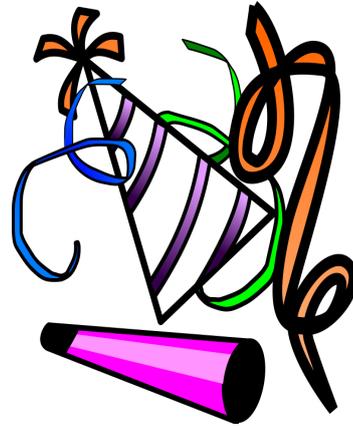
Children's Discos

Raffles

Cake Sales

Film Club

We are keen to hear of new ideas and to welcome new members to our planning meetings.



## SCHOOL FUNDRAISING

The school also organises fundraising through the year to raise funds for the school or for local, national and international charities. Our aim is to make the children more aware of the wider community and the ways in which they can support good causes. Support for charities is normally agreed by the School Parliament.

We also, occasionally, have enterprising children who organise and run events of their own for a good cause.

Events in school include non uniform days, sponsored events, raffles, collections and one off activities, such as a themed event.



FOR THE PARENTS

# Other Useful Information



## SCHOOL MEALS

School

meals are provided by Herts Catering Ltd, (HCL) a Hertfordshire traded organisation. Hot and cold choices are provided and vegetarians are catered for. Meals are designed to be balanced and nutritious and to uphold the aims of the 'Healthy Eating' programme. It may be possible to organise special menus for children with allergies - there is an online process for this. Children select their menu choices at the beginning of each day from a choice of four options, including a healthy packed lunch option and a jacket potato option. Children bringing a packed lunch can purchase a Friday 'Fun Lunch' if they wish. **ALL** lunch payments should be made in advance. Information on the cost of meals can be obtained from Mrs Barrett in the school office. All lunches are eaten in the school's upper hall (and in the school courtyard in summer months). Children are called into the dining hall on a rota basis. During the first half term of the year children in year three are given priority to settle them into their new routines.

## PACKED LUNCHES

Please remember, we are a nut-free school, therefore ensure that packed lunches do not contain any form of nuts. Do not send your child in with a 'hot' packed lunch as we have no way of ensuring this can be stored in the appropriate conditions.

**MILK** If you wish your child to have lunchtime milk, this can also be ordered and paid for via the school office. School milk is supplied by Dairy Crest. Milk orders must be placed a term in advance.



## MONEY

**IDEALLY**, we would like **ALL** payments to be made online through the **ARBOR** app, which you will be given details of when your child starts to enable you to log on.

All money brought into school must be handed to the class teacher at the beginning of the school day. Money for the school office should be clearly labelled with the name of the child, class and the reason for payment. To help the school office staff with banking arrangements, money should be brought into school on **MONDAY, TUESDAY or WEDNESDAY**

## MORNINGS ONLY

### ARBOR—ONLINE PAYMENT

We have an online payment system, **ARBOR** for school meals and trip payments. Parents can register online at: [www.schoolgateway.com](http://www.schoolgateway.com) - and follow on screen instructions.

## JEWELLERY AND WATCHES

For reasons of health and safety and security, jewellery should **not** be worn by the children in school. Children with pierced ears may wear small studs but these should be removed for games activities. Simple watches may also be worn to help children learn to tell the time. No make-up or nail varnish should be worn in school.

## TOYS AND GAMES

Toys and games should not be brought into school unless this is authorised by the teacher, for a specific activity or, occasionally, at the end of term. However, we cannot take responsibility for the security of such items in school.



**NO SMART PHONES, SMART WATCHES OR ELECTRONIC GAMES PERMITTED IN SCHOOL.**

FOR MORE INFORMATION CONTACT THE SCHOOL OFFICE

# Charging and Remissions



Government legislation states that a school may not charge for items that are part of the curriculum (with some listed exceptions). However, schools may ask parents for voluntary contributions for such items.

It may be necessary to ask parents for contributions to cover the costs of a variety of school educational activities arranged for the children. If we do not receive sufficient money to cover the cost of a specific activity, in fairness to all, that activity may be cancelled.

Activities outside the school day and the curriculum may incur charges.

We do our best to keep costs to a minimum, and work to ensure the activities are a valuable contribution to teaching and learning.

As always we rely on parental support to achieve our aims.



# Secondary Transfer

At the end of Year 6, when your child is 11 years old, he/she will transfer to a secondary school. This is a major decision for many families, and applying for a place at a secondary school needs careful consideration. It is essential for you to have as much information as possible about the various secondary schools. Most of our local secondary schools are now academies and, therefore, each has slightly different admissions rules.

The Local Authority makes every effort to work closely with the secondary schools to provide a smooth transfer system. However, it is vital for parents to consider all the guidance carefully. The process commences at the end of Year 5.

Selection tests, for those applying to partially selective schools in the area, are now held at the beginning of the autumn term and parents are asked to register for these online in the summer term of Year 5. At the beginning of the autumn term parents of Year 6 children will be given all the appropriate information regarding the transfer process, which is organised as a co-ordinated admissions scheme by Hertfordshire County Council. Secondary schools hold open events and distribute admissions information early in the autumn term.

**The secondary transfer application is an online procedure and all the information necessary can be found on the Hertfordshire County Council Website: [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) - school admissions (helpline 0300 123 4043).**

Applications usually have to be made by the end of October and school places are allocated at the beginning of March. Once allocations of places are made, liaison arrangements are set up with the various secondary schools.

The communications between primary and secondary schools for transition are well established in the local area.



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# More Information

## **COMPLAINTS PROCEDURE**

We aim to work closely with all our parents and we would ask if parents have any concerns or anxieties you will raise these, at the first opportunity, with the class teacher. If you do not feel happy with the outcome of this, you should then contact a member of the senior leadership team or the headteacher. We find that nearly all concerns or potential complaints can be resolved happily through discussion. The governors do have arrangements for considering complaints formally. We have adopted the Local Authority Complaints procedure - this can be obtained from the school office - details are on the school website.

## **EQUAL OPPORTUNITIES**

We are determined to offer equal opportunities for all in our school, We have a continuous programme of review to ensure that there is accessibility for all with the aim that all students are offered equality of opportunity regardless of ability, ethnic origin, cultural and linguistic background, health, religion, gender or any other circumstance.

## **OFSTED**

Our most recent Ofsted inspection was in October 2025. . A copy of the report can be obtained via the school website, the Ofsted website or from the school office.

## **DATA PROTECTION**

The new GDPR (data protection arrangements) came into force in May 2018. Copies of our privacy notices, to explain about the information we gather from you, can be found on the school website.

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# Medical Care



We have a number of qualified first aiders in school, who will be called upon to deal with any medical matters arising in the course of normal school life.

It is important that the school is made aware of any medical condition suffered by your child, as this may affect your child in school.

We would also like to know of any issues which may unsettle your child emotionally - for example the death of a pet, illness of a family member, a house move or family problems.

It is vital that we know how to contact you in an emergency. Please ensure you complete and return the form containing contact information. Please make sure you have more than one emergency contact and let us know of any changes in this information (such as a new mobile number, change of child minder) as and when they occur. It is important that your emergency contacts have given permission for us to hold their information on our database.



## ADMINISTRATION OF MEDICINE

Although schools are not obliged to administer medicines, we are prepared to give **prescribed medication that is to be given 4 times a day** to a child provided a **parent or guardian brings the medicine into school and completes the relevant form. Without the completed form, or letter giving clear instructions, we cannot take responsibility for giving medication.**

Children should not be allowed to carry any medicines (prescribed or over the counter) in their bags for obvious reasons.

## Reporting of First Aid

Generally, accidents in school are grazes, cuts etc from slips and trips on the playground and PE lessons. We would not inform you of minor first aid incidents in school as we feel the children are of an age where they would let you know if they fell over. We will, however, inform you of any bumps to the head, or twisted ankles or wrists.

## INHALERS

If your child uses an inhaler you are asked to provide one to be kept in school at all times - stored securely in the medical room. A form should be completed with the dosage and type of inhaler recorded. As children get older they will be encouraged to have greater responsibility for their inhaler, but we need to know that an inhaler is always available in school.



## ALLERGIES

If your child has an allergy, please make sure the school is aware of this. If there is any emergency treatment necessary (such as an Epi Pen for peanut allergy) we will need to have **2** of these items available in school (see administration of medicine above). If your child is likely to have any school meals, including Christmas lunch, the catering service will need to gather information from you, via an online link, to agree meal arrangements.



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