

# **Sunnymede Junior School**



## **Prospectus**

Foundation Junior School

Member of Billericay Community Trust

**2017-18**

# A Warm Welcome to Sunnymede Junior School

On behalf of the pupils, staff, parents and governors of Sunnymede Junior School, I would like to extend a warm welcome to you and your child. We are delighted that you have chosen to join our learning community and are sure that your child will enjoy learning with us.

Your child's safety, education and enjoyment of learning are our highest priority. We are well renowned for the care, guidance and support we offer all our pupils, regardless of their starting points, in order to help them meet their full potential and prepare them for secondary school. At Sunnymede, every child really does matter and we celebrate achievement at every opportunity. Needless to say, we have high expectations of all pupils, challenging and encouraging them to develop a range of skills and knowledge to help them flourish as responsible citizens and inquisitive, lifelong learners.

To achieve this, we pride ourselves on offering children rich experiences as part of a broad, balanced, inclusive and creative curriculum and a stimulating learning environment. In addition to quality learning in core curriculum areas such as English, Mathematics and Science, we place great value on other aspects of learning. We place equal emphasis on their physical, emotional, social, creative, cultural and spiritual development.

At Sunnymede Junior School we work as an effective team in which parents, children, staff, governors and the wider community, including volunteers, are all involved in providing the very best for the children.

This was recognised during our OFSTED inspection in May 2014, when we were graded as a 'good' school overall, with a good grade awarded in each category: achievement of pupils; quality of teaching, behaviour and safety; leadership and management. They said of our pupils: "Pupils of all ages show good respect to each other and to adults...Behaviour in lessons is good and often outstanding". The full report, of which we are very proud, is available on our school website.

This prospectus is designed to give you some key information about school life and the wide range of opportunities that we offer. We also have a wealth of up-to-date information on our school website. Please do contact us, however, if you have any further queries or if you have any suggestions to help us achieve the excellence which we always strive for.

We are proud of our school and look forward to working in partnership with you and your child.



**Ronnie Branch**  
**Headteacher**

## KEY INFORMATION

<b>Address:</b>	Sunnymede Junior School The Meadoway Billericay Essex CM11 2HL
<b>Telephone number:</b>	01277 651364
<b>Website:</b>	<a href="http://www.sunnymede-jun.ik.org">www.sunnymede-jun.ik.org</a>
<b>e-mail:</b>	<a href="mailto:admin@sunnymede-jun.essex.sch.uk">admin@sunnymede-jun.essex.sch.uk</a>
<b>Headteacher:</b>	Mrs Ronnie Branch
<b>Deputy Headteacher:</b>	Miss Catharine King
<b>Chairman of Governors:</b>	Mr Richard Burgess
<b>School hours:</b>	Morning session: 8.55 am – 12:05 pm Assembly: 9:05 am – 9:20 am Morning break: 10:20 am -10:35 am Afternoon session: 1:10 p.m. – 3:15 pm

### School Organisation

As a junior school, all our pupils fall within the Key Stage 2 category and are between 7 and 11 years of age. They are organised into four year groups as follows:

Year 3:	7 and 8 year olds
Year 4:	8 and 9 year olds
Year 5:	9 and 10 year olds
Year 6:	10 and 11 year olds

For the academic year 2017/18 we have three classes in Year 3 and two classes in all other year groups, totalling nine classes across the school. Classes are mixed ability in all subjects across the curriculum.

Our number to admit is 64 pupils per year group, with up to 32 pupils in each class.

When children move to their new year group, they usually stay within their class groups. However, there are some circumstances where we mix the year group into new classes, if we believe that it will benefit the year group as whole.

### Our Staff and Governors

The names of current staff members and Governors can be found on our school website in the 'Who's Who?' section under the Information tab.

Letters to the Chair of Governors should be sent via the school office in an envelope marked CONFIDENTIAL.

## OUR VISION

Our vision is that all our children leave our school equipped with the knowledge, skills and personal attributes to make them independent, well-rounded individuals and valued citizens of the future. We aspire for them to be reflective and confident, making wise and informed choices as they journey through life, making positive contributions in a global world. Our ultimate goal is for every one of our children to hold their heads up high, respect themselves and be respected by others.

## MISSION STATEMENT

We provide a nurturing and stimulating environment where children appreciate the value of learning and discovery in all its forms. Through a **broad and balanced curriculum**, combined with **high quality teaching**, children have the opportunity to become successful learners, confident individuals and responsible citizens. As a junior school, we balance the **promotion of children's growing independence** with **mechanisms to support pupils appropriately** with their learning and personal areas of need. We **expect high standards of behaviour** and attitudes to learning from all members of the school community.

We believe that children achieve best when supported at both home and school. As such, we **encourage open and honest dialogue between parents and staff** and **urge parents to support with learning at home**, ensuring optimum intellectual, social, emotional and physical success.

It is important to us that our children feel safe, are listened to and feel proud to be part of our school. Mutual respect is integral to our ethos and all our children are valued as the individuals they are. We appreciate and **value diversity** and **maintain an ambience of tolerance and respect for all cultures and beliefs**.

## SCHOOL MOTTO

Our vision is reflected in our school motto, 'Learning For a Better Tomorrow'.

## OUR CORE VALUES

Our core values which, along with our motto, have been developed in consultation with pupils, parents, staff and governors, underpin our vision and our school motto, guiding everything we do. They are:

- Determination
- Honesty
- Independence
- Respect
- Responsibility
- Tolerance

## OUR SCHOOL RULES

Our school rules are:

- We will keep ourselves and others safe.
- We will not interrupt the learning of others.
- We will treat people and property with respect.

At the start of each academic year, the school rules are shared in a whole school assembly. Following this assembly, each class will work with their class teacher to identify any further, more specific rules that may be appropriate to their own class for that year. Pupils are reminded that respect must be earned. School rules will be displayed clearly around the school and in each classroom and will be used to reinforce good behaviour on a day-to-day basis throughout the year.

## SCHOOL HISTORY

Sunnymede Primary School was opened on 4th September 1958. In the mid-1960s it was split into separate infant and junior schools. At present, Sunnymede Junior has approximately 270 pupils on roll, divided amongst nine classes. Whilst we are separate schools, we maintain close links with Sunnymede Infant School.

The school badge, which was designed by the first Headteacher, Mr Tom Williams, illustrates the history of the Billericay area.

- The eagle reminds us of the Roman remains found in Norsey Wood and on the site of The Billericay School
- The scythe and the sword represent the Peasants Revolt and the subsequent battle in Norsey Wood circa 1340
- The chevron and crosses remind us of the Chantry that used to be in Billericay before there was a church

## **THE CURRICULUM**

A broad, balanced and inspiring curriculum is taught at Sunnymede Junior, in line with the 2014 National Curriculum and based on the recommended programmes of study. Planning is rigorous and matched to the needs of our pupils and ensures support, challenge, continuity and progression. Children are taught core knowledge and skills, using a themed approach, where appropriate, to enhance learning through cross-curricular links. We aim to foster a love of learning by drawing on and developing children's interests wherever possible. We often block foundation subjects, such as art or history, to help make learning in that subject more meaningful and time effective. We use ICT to enhance learning across the curriculum.

Pupils are taught as whole class groups, in small groups or individually. A team of skilled LSAs (learning support assistants), along with specialist teachers, work with class teachers throughout the school, with the aim of ensuring that the needs of all pupils are met in full.

We ensure a rich curriculum by organising a range of trips and visits throughout the year to further enhance learning. We also encourage use of the local area, including outdoor learning opportunities. From time to time, we also have theme days or weeks where all year groups focus on a particular subject. We are committed to making as many meaningful cross-curricular links as we can.

## **English**

English is taught as a subject in its own right and across the curriculum. With its four main components of speaking, listening, reading and writing, it forms the basis of, and is a means of access to, other areas of the curriculum. Effective communication is a vital skill in today's society and pupils will be supported fully to enable them to master the necessary skills to express adequately their thoughts, feelings and opinions. All pupils will participate in daily English lessons which, over the course of a term, will focus on the skills of speaking and listening, reading and writing. Some of these sessions will focus on skills such as spelling, grammar and punctuation, handwriting and comprehension. Wherever possible, the context for English lessons is linked to topics being studied across the curriculum. Guided reading sessions ensure that all children read in a group with their class teacher on a regular basis. Pupils are taught in mixed ability groups, though, where considered appropriate, ability setting may be used for some aspects of English, such as spelling or grammar and punctuation. We benefit from a number of trained reading volunteers who support us with additional reading practice for our children. When children join the school, they begin writing with pencil across the curriculum. Once the teacher considers a child's writing to be sufficiently neat, consistent and with letters well formed, a 'pen licence' will be awarded, allowing children to write using pen in all curriculum areas except maths. All pupils in Year 6 will be required to write in pen in preparation for secondary school, regardless of whether they have acquired their pen licence. Suitable handwriting pens can be purchased at the school office for £1.

### **It is important that you support your child by:**

- Helping him/her to learn weekly spellings
- Encouraging him/her to write regularly at home
- Reading with your child every day, sharing different types of books / texts regularly

This may mean, for example: hearing your child read aloud, reading with or to your child, asking your child to answer literal and inferential questions about the text, asking them to make predictions or express opinions about a story, or to review the whole text or summarise the plot. When reading with your child and when learning weekly spellings, it is helpful to discuss the meaning of unfamiliar words with your child and use them in the context of a sentence to reinforce the meaning.

## **Mathematics**

Mathematics is a daily part of our curriculum and is taught with the mind-set that it forms an essential part of everyday life. Mathematics equips our pupils with a powerful set of tools that they need to understand and change the world. Teaching and Learning within mathematics develops firm foundations of number and

calculations for pupils. We teach using a mastery curriculum, which ensures our pupils have a deep and varied knowledge of a mathematical concept before moving on and extending their learning. Fluency, problem solving and reasoning are regularly incorporated within the learning journey to help consolidate and extend our pupils mathematical knowledge. Our pupils progress through stages of calculations, which consistently support the understanding of place value, whilst using both formal and informal written methods. Pupils are also encouraged to explain their methods/ reasoning fully, developing their mastery of maths, as well as understand and use a wide range of vocabulary.

You can help your child considerably by:

- Ensuring that he/she commits to memory the multiplication tables and develops instant recall of the relevant facts (both in and out of sequence)
- Supporting him/her to learn other mathematical facts, such as number bonds, money, units of measurement and telling the time
- Encouraging him/ her to use mathematics in real life contexts whilst carrying out everyday activities
- Encouraging him/ her to explain **why** they have calculated an answer.

## **Science**

Science provides a means for pupils to explore and understand their world. It should encourage them to develop skills of investigation, prediction, analysis and interpretation. We teach children to develop an enquiring mind and a rational approach so that they can pose questions and devise fair experiments in order to solve specific problems. They will be taught to record and analyse data. We will also teach them to use equipment safely and begin to recognise possible hazards for themselves. We are extremely fortunate to have extensive grounds that include a wildlife garden with a willow dome and a separate pond area, providing a superb resource to enhance the science curriculum, as well as other subjects.

## **Computing**

As a school, we recognise the need to equip our children to use computational thinking and creativity to understand and change the world. We aim to ensure that pupils become digitally literate, able to use and express themselves and develop their ideas through computing technology at a level suitable for the future workplace and as active participants in an increasingly digital world. Our comprehensive and progressive curriculum enables them to access, analyse, process and present information in a variety of ways across the curriculum. Computing is taught as a subject in its own right and is also used across the wider curriculum to enhance learning. Computing lessons take place either in our well-equipped ICT working area or in class bases using mobile technology. Pupils follow a structured and progressive programme involving a wide range of core computing skills, such as computer programming, app and game creation, debugging, data handling, computer simulation, control, word processing and computer presentation, audio and video recording and multimedia. Across the curriculum, pupils are encouraged to use a range of computing technology to support learning which can be in the form of research, recording of work or creation of resources to reinforce and extend learning. In order to achieve this, pupils have access to a range of mobile technology that is linked to our school network and our managed wireless system.

E-Safety is an important aspect of all work involving computing and pupils are regularly taught how to stay safe on-line and what to do when they have concerns. All access to the internet is regulated to ensure that pupils stay safe and secure when working in school. Pupils are required to sign an Acceptable Internet and Computer use agreement when they join the school. We also run E-safety workshops for parents.

## **RE (Religious Education)**

At Sunnymede, we follow the Essex agreed syllabus for RE. Although this focuses mainly on Christianity, it also gives pupils sufficient opportunity to study other world religions such as Judaism and Hinduism. RE is taught as objectively as any other subject and no attempt whatsoever is made to influence children's beliefs, although they are strongly encouraged to respect the beliefs of others. From time to time, visitors of different religions are invited into school to speak to pupils within lessons or during assemblies. Parents have the right to withdraw their children from RE lessons, providing they notify the school in writing of their decision.

## **PSHE (Personal, Social and Health Education and Financial Capability)**

All classes undertake activities which develop the social and emotional aspects of learning (SEAL). Children also undertake other initiatives, such as Circle Time and CASPA, to support this.

## **Humanities (History and Geography)**

In history, pupils learn about people, events and places from recent and more distant times. They study change and continuity in the British Isles and other parts of the world from a variety of perspectives including political, economic, technological, scientific, social, religious and cultural. They are taught study skills to enable them to increase their knowledge and understanding. They are also encouraged to understand that historical events are often recorded subjectively and, therefore, sources need to be analysed for accuracy.

In geography, we aim to teach pupils about their own locality, Britain and the wider world. We help children to appreciate and understand the variations between different localities and cultures. We teach them to realise the impact that human activities can have on the landscape. Pupils also learn basic mapping skills.

## **Art**

Pupils are given the opportunity to develop an appreciation and understanding of art in its entirety. We create an atmosphere in which we hope that all children will feel confident to experiment with a range of materials in order to express their feelings and observations. They are encouraged to value their work and appreciate the skills and talents of artists, craftsmen and designers from around the world.

## **Design & Technology**

In D & T, pupils investigate a need or respond to an opportunity to make or modify something. As well as constructing items from a range of materials and using a range of tools, pupils are expected to plan and evaluate their work. Although a subject in its own right, D & T requires children to use skills, knowledge and understanding gained in other curriculum areas.

## **Modern Foreign Languages**

Children in all year groups take part in French lessons, which is taught by a specialist teacher. In Years 3 and 4, more emphasis is placed on speaking and listening, with more writing being introduced in Years 5 and 6.

## **Music**

We want all pupils to enjoy a wide variety of music and encourage them to develop skills as listeners and performers. They are given the opportunity to appreciate that music reflects historical and cultural change and to understand that it is an ideal medium for conveying emotions. All pupils have the opportunity to play a range of tuned and un-tuned instruments during class lessons. Each year, pupils in our choir take part in the local music festival. The choir also sings regularly to support community and charity events.

## **Physical Education (PE)**

Physical exercise is vital in order that children grow into healthy, active adults who are physically confident and it enables them to maximise their opportunities for academic learning. We teach the children a range of activities including gymnastics, yoga, games, athletics and dance, as well as encouraging them to develop socially by becoming team players. Lessons are taught by class teachers and also a qualified sports coach as part of our PPA arrangements. Year 4 pupils have the opportunity to learn to swim at a local pool each week.

We have a number of extra-curricular clubs that are sports related, offering further opportunities for pupils to participate in a range of different sports. Pupils participate regularly in the local swimming gala, District Sports Tournament and football, basketball, tag rugby and netball rallies, as well as friendly matches with other schools.

## **Relationships and Sex Education (RSE)**

We encourage children to develop family values and moral principles and consider the teaching of relationships and sex education as a joint responsibility with parents and carers. We follow a programme of study for teaching which is age-appropriate. A copy of this can be obtained from the school office or by talking to your child's teacher. A copy can also be found in the Relationships and Sex Education Policy on our school website.

Parents have the right to withdraw their children from sex education if they wish and should speak to the Headteacher. Parents of Year 6 pupils are invited to a meeting to view some of the materials we use and discuss the topics we cover before they are used in the summer term.

## **ASSEMBLIES**

As required by law, we hold a daily act of collective worship during our assemblies. Children are always given the option of joining in the act of worship and parents/carers may, of course, withdraw their child providing they notify the school in writing of their decision. During the assemblies we tackle a range of topics, including

PSHE and aspects of R.E in an objective manner. We also have a weekly singing assembly and a weekly Celebration Assembly. A range of visitors from the community, and further afield, come in to take assemblies from time to time. Parents are also invited to a celebration assembly once a year.

## **ASSESSMENT**

Pupils are assessed both informally and formally throughout the year, using a range of strategies. Pupils in all year groups complete tests in reading, grammar and mathematics on a termly basis. This prepares children for the statutory tests taken in the final term of Year 6. Teacher assessment judgements are also made each term for these two subjects. All writing is based on teacher assessment. Teacher assessments are based on work completed throughout the term, rather than on a single piece of work completed in a test, and these give a more rounded picture of a child's achievement. Tests are used in science, maths, reading and grammar and punctuation to support teacher assessments.

Results from teacher assessments and tests are analysed carefully and are used to track pupils' progress and identify additional support/interventions that may be required to enable children to make even better progress.

Consultation Evenings are held in the autumn and spring terms so that parents/carers can be kept up-to-date with their child's achievements, along with targets for future progress. End of year reports also inform you of the progress your child has made over the course of the year.

## **ATTENDANCE, ABSENCE and LATENESS**

It is expected that children arrive at school on time and attend regularly.

In line with safeguarding procedures and to ensure pupil safety, we have a policy of 'first day contact' in the case of absence from school. Please telephone the school office (dedicated absence line) as soon as possible if your child will not be at school that day, along with a reason. There is also a facility to report your child's absence via Parentmail. If nobody is available to take your call, details should be left on the answer phone which is checked regularly. Please give an expected return date and update the school office if this is likely to change. Please confirm the absence in writing, along with reasons, on your child's return. The absence will be recorded as authorised or unauthorised in line with our Attendance Policy and will be recorded on your child's annual report.

If we have had no contact with you and your child has not been registered, they will be treated as a missing person and appropriate action taken. An unauthorised absence will also be recorded.

Arriving late at school causes disruption to others and means your child is likely to miss out on the first part of the first lesson. It also causes distress to some children. For the benefit of all, therefore, please ensure they arrive on time. Our Attendance Officer monitors attendance levels and lateness, with parents being challenged if a pattern of lateness emerges for a particular child. Any parent who brings their child to school late should accompany them personally to the school reception, where they will be required to log the lateness on our electronic recording system in the reception area, clearly stating the reason for the lateness. If a parent does not accompany their child into school, the lateness will be logged by a member of staff.

Leave of absence is granted at the discretion of the Headteacher, in line with the School's Attendance policy and acting on behalf of the Governing Body. In line with DfE statutory guidance, leave of absence cannot be granted unless there are exceptional circumstances. Holidays, however long or short, cannot be authorised. A routine medical or dental check-up is very unlikely to be authorised. However, a request to attend a medical clinic appointment that is supported by an appointment letter may be considered exceptional. In the rare cases where leave is granted, the Headteacher will determine the number of school days the child can be away from school. Each written request for exceptional leave of absence will be treated individually and considered on its own merit. It is for parents and carers to decide whether they think their request is likely to be considered exceptional and decide whether to submit a request for exceptional leave of absence. Any request for leave of absence must be made in writing using the request form in Appendix 1 of the Attendance Policy. It can also be found in the 'Documents' section of our website or obtained from the school office.

There is no legal right to take your child out of school and doing so can be detrimental to their educational progress. If leave of absence is not authorised and a holiday of five days or more is taken anyway, the case will be referred to the Education Welfare Service who may issue a penalty notice for £120 (or £60 if paid within 28 days) to each parent of each child taken out of school. A parent is committing an offence if they fail to make sure that their child attends school regularly.

Pupils' attendance is monitored closely by the School, the Local Authority and the DFE. The school will work closely with parents and children where there is a risk of persistent absenteeism to ensure strategies are put in place, with the aim of ensuring that attendance and punctuality improves rapidly.

Our full Attendance Policy can be found on the school website or accessed via the school office and you are strongly advised to familiarise yourself with it.

## **BEHAVIOUR**

We expect all our pupils to work hard, observe our core values and to behave with kindness and courtesy towards others.

We have a Behaviour Policy which sets out clearly our expectations about how pupils should behave and conduct themselves and what constitutes acceptable behaviour. Our school rules underpin this policy. We prefer to use positive behaviour management strategies whenever possible as we believe children respond best to praise. Whilst not an exhaustive list, below are some strategies we use to achieve this:

- Weekly celebration assemblies to celebrate achievements in and out of school
- Headteacher's award (weekly certificates in assembly)
- Stickers
- Verbal praise
- Letters or phone calls home to parents to recognise achievement
- 'Good egg' award for good citizenship being demonstrated
- House points for good quality / exceptional academic work
- Marble jar; pupils work together to earn marbles for good behaviour. When the jar is full they earn reward time for their class
- 'Learner of the Week' trophy awarded in individual classes for demonstrating positive attitudes to learning

However, we recognise that there are occasions when sanctions need to be imposed and we have a clear system for implementing this fairly and consistently across the school. We use a four step approach for low level disruptions and this is set out in our Behaviour Policy which can be accessed on our school website or in the school office. There is also a clear system for managing behaviour issues around the school and also for more serious breaches of good behaviour. These procedures are also set out clearly in the policy, available on the school website and to view in the school office.-If your child has any problems maintaining a high standard of conduct, we will contact you so that we can work together to try and resolve any underlying problems or concerns.

## **BILLERICAY COMMUNITY TRUST (BCT)**

Sunnymede Junior School is a partner member of the BCT, a collaborative learning community that was established in 2009. Staff members across the schools support each other and share good practice with a view to providing the best possible education to children across the town. As a result of working in partnership with BCT, we have swift access to a range of support services for our families, such as a Counsellor and an Attendance Officer. We are also part of the Billericay Teaching School Alliance (TSA) led by St Peter's Primary School. We offer professional development and school to school support within the Trust and beyond.

## **BREAKFAST CLUB / AFTER SCHOOL CLUB**

Sunnymede Breakfast Club provides childcare from 7.30 am until 8.45am. The cost is £3 per child. Places are limited. Please contact the school office for details. After school care until 7.00pm is available at Goldcrest Nursery, which is based on our site (for children up to the end of year four only). They will collect children from Sunnymede at the end of the school day. They can be contacted on 01277 632428.

## **BRITISH VALUES**

We expect all our pupils to understand that all people living in England are subject to its law, regardless of their own personal viewpoint. Pupils, staff and members of the school community are encouraged to show respect and tolerance for different faiths, races and cultures. To promote the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, we have a broad curriculum that allows children to become rounded individuals. We promote British Values by:

- Enabling pupils to develop their self-knowledge, self-esteem and self-confidence
- Enabling pupils to distinguish right from wrong and to respect the civil and criminal law of England
- Encouraging pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely
- Enabling pupils to acquire a broad general knowledge of and respect for public institutions and services in England
- Encouraging pupils to demonstrate tolerance and harmony of different cultural traditions by ensuring they appreciate and respect their own and others' cultures
- Encouraging respect for other people and their opinions
- Encourage respect for democracy and support for participation in democratic processes

## CHARGING & REMISSIONS POLICY

The Governing Body will ask parents/carers for a contribution equal to the cost per child for any activities that incur an additional cost to the school, including swimming. No child will be excluded from such an activity due to the absence of a donation. However, without the voluntary donations, the activities cannot take place, so we do ask that you support the visits and trips wholeheartedly as they enhance pupils' learning immeasurably. In the case of financial difficulty, please contact Mrs Lyon in the school office. Our full Charging and Remission Policy can be found on the school website.

## COMMUNICATION

Effective partnership and communication between home and school is vital if your child is to receive the best possible education. Please let us know promptly if anything has happened at home that may have an impact on your child's well-being in school. In turn, we will communicate with you either in person, via your child's homework diary, by letter or by telephone, depending on the nature of the message. **In the interest of your child, please ensure that we have your most recent contact information and that you notify us of any changes immediately.**

The school also uses Parentmail PMX, which is an e-mail based communications system. As soon as your child is on roll, parents/carers can register at [www.pmx.parentmail.co.uk](http://www.pmx.parentmail.co.uk) free of charge to receive communications from school. This system provides instant access to communications for parents/carers and considerable reprographic savings to the school. Those parents without internet access should inform a member of staff in the school office and will, wherever possible, still receive paper communications.

At the beginning of each term, parents will receive a year group newsletter. This will give parents and carers an overview of topics and learning to be covered that term, information about any trips or visits that have been planned, and will suggest ways in which you can support with learning at home. It will also give details of optional homework projects for those families who would like to complete them. Newsletters are uploaded to the school website.

The Headteacher or Deputy Head will try to be available for brief conversations at the beginning and end of most school days. However, this cannot always be guaranteed. If they are unavailable, or the meeting is likely to take a little longer, the office staff will make an appointment for you as soon as possible. **Your first point of contact should, other than in exceptional circumstances, be the class teacher or year group leader. If appropriate, you will then be referred to the Headteacher, Deputy Headteacher or a member of the leadership team.**

A half termly newsletter called 'Sunnymede Snippets' is issued via Parentmail PMX, which contains a range of information about past and upcoming events, including key diary dates. These, along with other key information, are uploaded regularly on our school website. Amongst other things posted, the website includes policies, guidance, curriculum planning and gallery photos of key events. Each class also has a website page that is updated regularly with photos of children's learning in action and information about what work they have been doing.

All pupils have homework diaries in which they record their weekly homework. On occasions, teachers use the diaries to send home brief notes regarding issues that have occurred within school and parents/carers are welcome to use them to send into school non-urgent information regarding their child, homework etc. However, it should be noted that teachers do not read each child's book daily and may only check them once a week. Please encourage your child to tell the teacher if you have written a message; this encourages your child to become independent and ensures your message is responded to as soon as possible.

Where the information is more urgent, of a confidential nature or more complex, this should be communicated via a letter in an envelope, a telephone call or face-to face meeting. Should you wish to make an appointment to see your child's teacher or a more senior member of staff, please contact the school office. We always attempt to make mutually convenient appointments as soon as possible in order that any issues can be remedied promptly and efficiently. It is sometimes possible to arrange an immediate appointment, especially at the end of the day, if the discussion is likely to be brief. It is important that you do not approach teachers on duty in the playground at the start of the school day to discuss issues concerning your child, as they are there to supervise the children and ensure their health and safety. You are always welcome to come into the school office in order that someone can give their full attention. Likewise, do not approach the teacher at the end of the day until they have ensured all pupils have been discharged from their care, in line with exiting arrangements.

Every Friday between 3:15 and 3:40 pm, class teachers will host 'drop-ins'. During this time, you and your child are welcome to come in and look at your child's books with them and reflect on the work they have been doing. We think this will be a really useful, informal opportunity for you to talk about learning with your child. The class teacher will be present in the classroom and you can ask them informally about any little queries you may have. However, the main purpose is for you to have an opportunity to look at your child's work and share in their classroom learning with them more regularly. Personal appointments will need to be booked with the teacher for anything that needs to be discussed in more detail. You can choose if you wish to come every week or every now and then. All we ask is that you leave when the bell sounds at 3:40pm, as teachers often have further meetings to attend.

## **EQUAL OPPORTUNITIES**

All members of our school community are valued equally. Pupils will receive their entitlement to access the curriculum in full in ways that take into account their starting point, irrespective of gender, ethnic background, age or disability. Pupil Premium funding, allocated by the Government to address inequalities between pupils currently or previously eligible for free school meals is used to help close any attainment gap between these groups of pupils. Information about how this funding is used is published on our website.

## **EQUALITY**

In order to promote the highest possible standards, we strive for equality in everything we do. Our Equality and Community Cohesion Policy is available to view in the school office and on our website, setting out the framework by which we endeavour to eliminate unlawful discrimination and harassment, promote equality of opportunity, good relationships and positive attitudes between people of diverse backgrounds. This policy, which can also be found on our website, also sets out our equality objectives. We actively promote British Values in our school through a variety of planned activities.

## **EXTRA-CURRICULAR ACTIVITIES**

Staff members and volunteers run a wide range of lunchtime, before and after school clubs to benefit our children. The choice of clubs varies slightly from year to year and sometimes from term to term, depending on the expertise available and the season. Whilst a number of clubs are free of charge, some are run by external agencies and there is usually a charge for these. However, costs are kept to a minimum. Occasionally, a small contribution is requested towards the cost of materials for clubs such as art and sewing. Some clubs are open to children in all year groups, whilst others may be targeted at specific year groups or pupils.

We run a weekly lunchtime homework club where children may receive some support with their homework if required. This is particularly useful for children to complete their weekly online maths homework if they do not have access to the internet at home.

Extra-curricular activities include a range of sporting, musical and academic activities. Details of all clubs are sent out at the beginning of each academic year and reviewed termly if required. They can also be viewed on our school website.

## **GIFTED AND TALENTED STUDENTS**

Our more able students are supported fully to enable them to further their abilities and develop their potential. This support may take many forms, including carefully differentiated planning for academically higher attaining pupils. Local secondary schools also provide valuable opportunities for gifted and talented pupils to participate in a range of challenging extension activities. Where appropriate, some other extra-curricular clubs may be targeted specifically at our more able pupils, including booster sessions, to support learning in core subjects.

## **GOVERNORS**

The Governing Body works closely with the school staff and the Local Authority. Its primary role is to set the aims and ethos of the school, to protect the rights of all members of the school community, to appoint staff, to ensure the delivery and access of the National Curriculum for all pupils and to manage the school's budget. It has legal duties, powers and responsibilities.

## **GROWTH MINDSET**

At Sunnymede Junior School, we know that pupils who have a positive attitude towards their learning will make good progress and be successful. Instilling all our pupils with 'growth mindsets' is a key priority for the school and we are in the process of introducing the theories of Dr Carol Dweck to staff, pupils and parents, with a view to embedding its ideas within our school ethos.

We want all our pupils to relish challenges, embrace their mistakes as part of the learning process, value the importance of effort, respond carefully to feedback and take inspiration from others. This will help them to achieve now and also in their future lives as adults.

Key aspects of a growth mindset are:

- We celebrate making mistakes – we can learn from them;
- We never give up – perseverance is the key if we are to succeed;
- We learn from each other;
- We don't compare ourselves with others;
- We challenge ourselves and take risks;
- We remember that our brains are making new connections and growing all the time.

## **HEAD LICE**

Unfortunately, head lice are an unwelcome part of school life. In an endeavour to control the spread of any outbreak, the school will contact parents/carers and request them to take their child home for treatment should lice be spotted during the school day.

## **HEALTHY SCHOOLS**

Sunnymede places much emphasis on being a healthy school. It is integral to our practice and we have achieved National Enhanced Healthy Schools Status. Many components make up a healthy school including:

- Physical activity
- Emotional health and well-being
- Promotion of a healthy diet and provision of freshly cooked and nutritious meals
- Sense of community and commitment to producing good citizens who will make valuable contributions to society (PSHE)

## **HOME SCHOOL AGREEMENT**

It is the belief of governors and staff that there should be a strong partnership between the school, parents and children. We all have responsibilities to ensure our children make good progress socially, emotionally and academically. These are set out in a Home School Agreement. We ask parents and children to agree with these responsibilities by reading and signing it when they join our school. Parents and children will be reminded of these at the start of each school year. A copy of this agreement can be found in the appendix and on the school website.

## **HOMEWORK**

Homework provides an important link between home and school, encouraging parents to actively engage with their child's learning, as well as preparing them for secondary school. As such, we set weekly homework tasks during term time that reinforce and build on what children learn in lessons. We very much hope that parents support their child with these tasks. The table below sets out the weekly tasks that are set for each year group and an approximate amount of time, based on DFE recommendations, these activities may take.

The homework guidance leaflet for parents, available on the school website or from the main school office, sets out what days homework tasks will be set, when they need to be completed and where homework

should be recorded. Guidance is also offered on how to support your child with the different homework tasks. A full copy of the policy is also available on the website, along with the parent leaflet.

	Y3	Y4	Y5	Y6
<b>Daily Reading</b>	15 mins per night		20 mins per night	
<b>Spelling</b> (prep for spelling test)	5 mins per night			
<b>Daily Mental maths</b> (prep for maths test)	5 mins per night			
<b>Weekly online Maths Task</b> (Homework club available for children without the Internet at home)	Approx 15 mins per week			
<b>Weekly English OR cross-curricular OR written/practical Maths Task*</b> *These will take place on a three week cycle	Approx. 1 hour per week (this may vary slightly from week to week)			N/A
<b>Weekly English Task</b> (comprehension, grammar, spelling and punctuation activities)	N/A			Approx 1 hour per week
<b>Other</b>	N/		<b>Year 6:</b> An additional literacy task will be given most weeks from Spring term onwards. Past SATS maths questions will also be given from time to time.	

\*In Year 3, this task is not set for the first half of the autumn term to allow pupils time to settle

**Daily reading and recall of multiplication facts and number bonds at home are vital in ensuring your child makes good progress in literacy and numeracy. It is vital that you support your child with this in order for them to make good progress.**

## HOUSE TEAMS

When children join the school, they join one of our house teams:

Chantry: Green

Pilgrim: Yellow

Martin: Blue

Mayflower: Red

Pupils earn house points throughout the week for good work and houses work in teams to collect the most. The team with the most points is celebrated each week in assembly and at the end of the year, the house with the most points wins the trophy. They also work in house teams and across classes for 'house mornings' which take place from time to time, and also for sports day. On such occasions, we ask children to wear a t-shirt in the colour to represent their house so please make sure you have one available to use.

## LUNCHTIME ARRANGEMENTS

Healthy, balanced and nutritional school meals are provided daily by our own catering staff and currently cost £2.00. If you wish your child to have a school dinner, blocks of 20 meals can be purchased via +Pay (through your Parentmail PMX account) or you can pay by cash or cheque. Cash or cheque payments should be sent to school in an envelope clearly marked with your child's name, class and the amount of money enclosed.

The menu is displayed in the main school entrance and may be requested from reception. When the menu is changed, this will be sent by Parentmail PMX and posted on our website. Cheques should be made out to *Essex County Council*. Where possible, it would be helpful if dinner money could be paid on a Monday for the week to avoid arrears with payments. The school has no obligation to feed your child if meals are not paid for in advance, in line with our Dinner Money Policy. If you are receiving additional benefits for your family, your child may be entitled to free school meals. Please ask a member of the school office team who will discuss this with you in the strictest confidence.

Children who bring a packed lunch should do so in an appropriately sized container that is clearly marked with their name. We take our status as an Enhanced Healthy School seriously and ask you to support this by ensuring your child's packed lunch is healthy and nutritionally well balanced. For example, we encourage you to provide your child with at least one portion of fresh fruit or vegetable. Please provide them with a drink – water, squash or fruit juice- in a sensible container that does not leak. Fizzy drinks, glass bottles and cans are not allowed. Please provide spoons if required and avoid foods that are messy. Chocolate coated products

are not encouraged. Sweets are not allowed for snacks or in lunch boxes. Packed lunches are stored on trolleys in the school corridors during the day and these areas can become quite warm. We recommend, therefore, that you put a small ice pack in your child's lunch box to keep food fresh and cool.

A team of experienced Midday Assistants supervise the children over the lunch period, both in the dining hall and in the playground. Members of the teaching staff are always nearby if they are needed.

Children may go home for lunch if collected by a parent / carer. The child should make this clear when the dinner register is called and remember to report to the school reception staff at the start of the lunch period, Parents should report to the main office in person when collecting their child for this purpose and make it known to the office when they return at the end of the lunch break. They should not arrive back at school before 1:00pm and must return before the afternoon session begins. The parent collecting the child will be required to sign the child out electronically when they leave/return.

## **MEDICAL VISITS**

If a child needs to be released from school during lesson time to visit the doctor, dentist etc. a note should be sent to the school office/class teacher in advance. In the interests of safety, all pupils must be collected from the school office by an adult, who will be required to sign the child out / in in our log book when they leave/return. Pupils will not be allowed to leave the premises unaccompanied during lesson time. It should be noted, however, that routine appointments and check-ups should not be organised during the school day. In line with our Attendance Policy, appointment cards or letters, or other relevant evidence, may be requested in some circumstances, particularly where there are concerns about a child's attendance.

## **MEDICATION**

Members of the office staff are prepared, in most situations, to administer medication providing that a consent form has been completed by a responsible adult. For those children with more serious medical conditions, it is standard practice to draw up a protocol agreed with parents/carers and medical advisers. Key staff members have regular training to use Epi-pens.

**Under no circumstances should your child be sent into school with medication unless staff members have been informed and a parent / carer has brought this to the school office and signed the relevant permission forms. With the exception of inhalers, all medicines must be stored in the school office.**

## **MONEY, MOBILE PHONES AND VALUABLES**

We can only be responsible for money, or other valuables, if it has been handed to a member of the office staff for safekeeping. It is not appropriate for pupils to bring unnecessary sums of money or valuable items into school.

Mobile phones should not, under normal circumstances, be brought into school. However, some of our Year 6 children walk home unaccompanied and parents/carers feel that they are safer if they carry a mobile phone. Should your child need to bring a mobile phone into school for safety reasons, it must be named and handed into the office first thing in the morning for safekeeping and collected at the end of the day. The school cannot take responsibility for phones not handed in and any phone with no name on it.

Where children choose to bring in items of lesser value e.g. sponge balls to use at lunchtime or pencil cases, the school will not take responsibility for them if they are lost or damaged.

## **MUSIC LESSONS**

Peripatetic music teachers provide private tuition for many instruments within school on a fee-paying basis. Currently, lessons are available for piano, keyboard, cello, violin, guitar, drums, flute, clarinet and saxophone. Please contact the school office if you require information about any of these lessons. Please be aware that any such lessons may take place during lessons so your child could miss part of those lessons on a weekly basis in order to have their music lesson. This may be a Maths or English lesson.

## **ORGANISATION OF TEACHING AND LEARNING**

Work is planned in year groups so that all classes have equal access to the curriculum. Children are taught as a whole class, in groups and as individuals, using a range of teaching styles in order that their needs can be met. All pupils, regardless of ability, are both supported and challenged at an appropriate level. Pupils with learning difficulties are supported with work differentiated to meet their needs. A skilled team of LSAs (Learning Support Assistants) support class teachers in meeting the needs of individuals and groups and run

a number of targeted intervention groups for selected pupils of all ability groups. Some pupils will also receive specialist support from our outside agencies.

## **PARENT IN PARTNERSHIP FORUM**

Each year we ask parents from each class to act as parent representatives at our Parent in Partnership forum. The Headteacher meets with the group at least once a term to discuss whole school issues that have been brought to their attention. The Headteacher also asks the group to be actively involved in reviewing school policies and procedures, as and when appropriate. Representatives for your child's class can be identified on the school website if you would like any items to be discussed at the meeting. You can make contact with them in the school playground or by speaking to a member of the office staff.

## **PASTORAL CARE AND FIRST AID**

The welfare of our pupils is most important to us, so please do not hesitate to contact the school if you have any concern about your child's happiness or safety. It does help if you keep us informed of any changes in home circumstances that may affect your child e.g. bereavement (people or pets), the birth of a new baby, change in living arrangements. We will, of course, contact you should we have any concerns regarding your child. Any information received will be treated in the strictest confidence.

Minor injuries are dealt with by a responsible adult. There are a number of members of staff who have qualifications in basic first aid. All reported injuries are logged in the accident book, which is kept in the office. Minor injuries are not routinely reported to parents but a note is sent home if your child has sustained a head bump. If your child is involved in an accident that requires more than basic first aid, or if we consider them too ill to remain in school, we will contact you by telephone so that you can take your child home or to a doctor. **It is, therefore, important that we have up-to-date contact numbers registered in school.** If we are unable to contact you, or any other nominated person, we will, of course, act in loco parentis and ensure that your child receives appropriate medical treatment.

## **PEER MEDIATION & PLAY LEADERS**

The Peer Mediation scheme is a peer group support system where pupils from Years 5 and 6 are trained to work with other pupils in the School to help resolve friendship issues. A number of students from Years 5 and 6 are also trained as Play Leaders.

## **PPA (PLANNING, PREPARATION AND ASSESSMENT)**

In line with statutory government legislation, all members of the teaching staff must receive 10% of the teaching timetable as non-contact time for planning, preparation and assessment. Classes within each year group are taught by specialist teachers or instructors during this time. At present, these lessons include Physical Education, French and Music. Where there are three classes in a year group, activities may also include another aspect of the curriculum, such as Religious Education or PSHE.

## **PROFESSIONAL DEVELOPMENT OF STAFF**

All staff, teaching and non-teaching, undertake professional development based on the needs of the school and the needs of individuals or groups. Pupils' learning is enhanced considerably by this training and every effort is made to avoid any disruption to the normal timetable. However, there are times when supply staff or other members of our existing staff must be used to cover a class. We expect pupils to accord the same respect to these teachers as they do to their regular teacher. In such situations, where possible, the class teacher will have planned the lesson for the supply teacher in advance.

## **PTA**

The PTA, our parents' association, is run jointly by Infant and Junior parents and raises a considerable sum of money each year to provide additional resources to enhance pupils' learning. They are responsible for organising a range of activities that benefit the children, as well as raising funds e.g. regular discos for pupils and other events. All too often the bulk of the work involved falls upon the shoulders of just a few individuals. If you feel that you can spare some time to help at any of these events, please contact the school office and someone will arrange for a member of the committee to contact you.

## **+Pay**

We accept online payments for school trips, school dinners and breakfast club via +Pay, which is a module within Parentmail PMX. If you would like to use this payment method, please activate the +Pay module through your Parentmail PMX account or contact the school office. We will, of course, still accept cash and cheque payments.

## **RAISING CONCERNS AND RESOLVING COMPLAINTS**

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations, the Governing Body has adopted a Compliments, Concerns and Complaints procedure. The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points of concern identified
- Inform future practice so that the problem is unlikely to recur

The policy may be obtained from the School Office. It is also available on the school website.

## **READING MENTORS**

We have a team of reading mentors who regularly come into school to hear children read. If you would like to join this team of dedicated volunteers, then please contact Miss Catharine King, Deputy Head, via the school office. We are also happy to hear from older members of our community who have time to spare and would like to support the school by hearing children read. For safeguarding purposes, DBS checks will be required.

## **RECYCLING**

We encourage recycling at Sunnymede Junior School. The following items can be brought to the school office for recycling: used batteries, clothes/textiles and shoes (in pairs). We are also happy to take school uniform for our second hand uniform sales.

## **ROAD SAFETY & PARKING**

We have a programme of road safety sessions that begin in the lower school. Please support your child by walking to school whenever possible to enable him/her to practise these necessary life skills. Walking to school also reduces the congestion on the roads around the school, thereby aiding pupil safety. A covered shelter is available within the school grounds.

If you do bring your child to school by car, please park off the school premises and with consideration for other motorists and local residents. Parents must not park or 'drop off' outside the controlled access gates on The Meadoway or on the yellow markings on Mons Avenue. The car park gates leading from The Meadoway are the entry point for emergency vehicles and should always be clear. Parking legally is essential for the safety of children and local residents; any parent or visitor who parks illegally or with lack of respect for others will be challenged by the school.

Pedestrian access to the school is via a controlled access gate on The Meadoway and is the school's only access point during school hours. This gate is open until 9:05am in the morning and is then locked until from 3:05 pm. Access at other times should be sought by the electronic buzzer that connects to the main school office. Once access is gained to the site, the footpath must be used and nobody should enter the staff car park. The gate leading to Mons Avenue is for convenience only and is not the school's primary entrance. As such, it is opened at our discretion, usually from 2:45pm at the end of the school day for pupil collection. It is also unlocked in the morning until approximately 9:00 am. If a pupil should arrive late for school, they must not be left unattended; the parent will need to bring them to the entrance on The Meadoway.

We have a bike shelter in the school grounds and, once Year 6 pupils have passed their Bikeability test, they can cycle to school and lock their bike there during the school day. If you decide that you would like your child to cycle to school, please contact the school office, where a member of staff will issue your child with a permit and ask for written confirmation from you that they will be cycling to/from school.

## **SAFEGUARDING AND CHILD PROTECTION**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is the school's responsibility to keep the children and adults who work within the school safe. We follow Essex Guidelines for safeguarding.

Our policies and procedures for safeguarding pupils are designed to ensure that pupils feel safe and are safe in school. Safeguarding is a priority in all that we do. The designated member of staff responsible for safeguarding is Mrs Ronnie Branch. She is responsible for the implementation and monitoring of these procedures. The Governing Body also plays a key role in evaluating their effectiveness.

All staff members are appropriately trained in Safeguarding (child protection) procedures and safer recruitment procedures are rigorously pursued when appointing members of staff or other adults who will work regularly in the school. Ofsted (2014) confirmed that the school meets current government requirements for Safeguarding.

A copy of our Safeguarding and Child Protection Policy may be obtained or viewed from the school office and is available on the school website.

The school's Designated Safeguarding Lead is Mrs Ronnie Branch (Headteacher) and the Deputy Designated Safeguarding Lead is Miss Catharine King (Deputy Head).

## **SCHOOL SECURITY**

Staff members are required to wear an identity lanyard at all times. All visitors to the school, regardless of their role, must enter via the main school office and are required to sign in via our electronic system and wear a photo badge if they are staying on the premises. Anyone not wearing such a badge will be challenged appropriately to ensure the safety of our pupils and staff. Visitors are required to sign out and return their sticker badge on leaving.

Children are always supervised in school or on the playground during school hours. Parents are responsible for their child until a member of staff is on duty in the main playground at 8:45am. You must not leave your child unattended before this time. If you need to collect your child before the school day has ended, this must be arranged with the school office in advance and you should report to the school office in order to collect them. Parents must sign their child out and give a reason via our electronic system.

It is expected that parents behave responsibly and in the interests of all pupils whilst on the school premises. Parents are expected to speak to and behave towards others politely and act as positive role models to our pupils. Dogs must not be brought on to the school premises at any time unless, in line with The Equality Act 2010, it is a registered guide or assistance dog. In this case, permission will be granted by the school following the inspection of the relevant proof of registration.

We have CCTV, enhanced lighting and alarms on the school premises to further enhance the safety of our pupils, as recommended by the Police Crime Prevention Officer.

## **PUPIL PARLIAMENT**

Our Pupil Parliament consists of two democratically elected members from each class. The brief of its members is to improve school life for all pupils within the school and class representatives are able to act as a voice for their peers, as well as express personal opinions regarding day to day aspects of school life. They actively participate in the decision making of the school. Meetings are held on a regular basis and the minutes are shared with all pupils during class discussions. Members of the Pupil Parliament may have the opportunity to participate in regular Student Voice activities across Billericay and within Essex.

## **SCHOOL HOURS AND END OF DAY COLLECTION ARRANGEMENTS**

School hours are 08:55am to 3:15pm. The school bell will ring at 8:50am, a signal for the children to begin lining up in the junior school playground with their classes so they are ready to enter school to be registered at 8:55 am when the school day begins. Parents should exit the playground when the 8:50am bell is rung so that children are not distracted from lining up.

At the end of the day, some classes will exit their classes via their classroom doors and others via the main school exit into the junior playground. You will be informed of the exiting arrangements for your child's new class each year via Parentmail PMX. If you are responsible for collecting children who exit from different parts of the school building, you may want one child to meet you in a preferred location away from their place of exit. If this is the case, please make sure you communicate this with the class teacher – using an exiting arrangements form - who will allow them to walk round unaccompanied to another part of the school site. Parents will be required to complete an 'exiting arrangements' form if anyone other themselves will be collecting their child or if they are required to walk home or to another school.

We encourage pupils to be collected by an adult at the end of the day, particularly the younger pupils. If, however, a parent of an older pupil has made a decision that their child is to walk home unaccompanied, we will, for safeguarding purposes, need confirmation of this in writing using the exiting arrangements form.

It is the duty of parents and carers to collect their child promptly at the end of the day. If a child has not been collected on time, they will be asked to wait in the medical room and not leave it until collected by their parent / carer. It is the responsibility of the child to ensure they stay safe and wait in the medical room where they will be collected. However, it is expected that children are collected promptly and this procedure will only need to be followed in emergency situations. Parents or carers must report to the reception desk to collect their child if they are late.

## SNACKS AND WATER BOTTLES

Pupils may bring in items of fresh fruit or prepared vegetables to eat at morning break time. Fruit is also available to purchase from school at 25p per item. Other snacks, such as fruit flakes or cereal bars, are not permitted.

We encourage pupils to drink plenty of water as this aids concentration and promotes good health. Children are also encouraged to bring in bottles of still water, labelled with their names, to be kept in the classroom during the day in order to avoid dehydration. These bottles must contain WATER ONLY. Water is also available from hygienic water fountains situated through the school and in the playground. Though children will be reminded from time to time to have a drink, children should develop their independence by remembering to take a drink when they need it. There will be times in a lesson when it is inappropriate to take a drink.

## SPECIAL EDUCATIONAL NEEDS

Our Inclusion Manager, Miss Catharine King, has been trained as a Special Educational Needs Co-ordinator (SENCO) and is responsible for strategically planning support for pupils on the SEND register. Staff members liaise with a range of outside agencies to provide the best possible education for our pupils. If a staff member has any concerns about progress being made, or behaviour being displayed by your child, you will be contacted and arrangements made, if necessary, to place him/her on the special needs register. Provision will be made according to their needs.

## UNIFORM and DRESS CODE

It is expected that children come to school dressed sensibly, wearing the correct uniform and following our dress code.

BOYS	GIRLS	P.E Boys and girls
<ul style="list-style-type: none"> <li>• Royal blue sweatshirt</li> <li>• Sky blue polo shirt</li> <li>• Black school style trousers</li> <li>• Plain socks in a dark colour</li> <li>• Plain black school shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue sweatshirt or sweat cardigan</li> <li>• Sky blue polo shirt</li> <li>• Black school style skirt/trousers</li> <li>• Plain socks in white or a dark colour /thick, plain black tights</li> <li>• Plain black school shoes</li> <li>• Blue/white checked gingham dress for summer (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• White polo shirt</li> <li>• Royal blue shorts</li> <li>• Trainers for outdoors</li> <li>• Plimsolls may be worn indoors</li> <li>• Socks (not tights)</li> <li>• Plain dark coloured sweatshirt / jogging bottoms can be worn outdoors in cold weather</li> </ul>

### Clothing

All pupils may wear black, tailored shorts, approximately knee length, in the summer. Skirts must be 'fit for purpose'. Pupils will be required to sit on the floor at times and skirts should be loose enough and long enough for them to retain their modesty. Short, tight skirts are not permitted. Polo shirts should be tucked in. Clothing with 'fashion' logos, including trainers, is not permitted. We prefer tops to carry the school logo and these can be purchased online.

### Footwear

For health and safety reasons, please ensure that all footwear is 'fit for purpose' and provides adequate support. Plain black or white trainers - with no logos - may be worn in the summer, as these are safer on the field than sandals that can offer little support. No heels should be worn. Children must always wear socks, which look smarter and prevent blisters. Sensible boots may be worn to and from school and in the playground during cold or wet weather. However, children are expected to change into their shoes when indoors.

### **Accessories, hair and make up**

Make up, including nail varnish and lip gloss must not be worn at school. Fashion items and styles which are unnecessary are also unsuitable e.g. tattoos, large hair accessories. Long hair should be tied back and hair should not be gelled into inappropriate shapes. Where appropriate accessories are worn e.g. belts, hair bands, these must be plain rather than patterned, of a neutral colour and in keeping with school uniform colours. On sunny days plain, sensible sun hats should be worn to give protection when outside.

### **Jewellery**

For health and safety reasons, jewellery must not be worn at school. Pupils may wear a plain, inexpensive watch, though must take personal responsibility for it at all times. Children may also wear a pair of plain stud earrings if they have pierced ears but these must be removed by themselves for P.E., including swimming lessons, in accordance with the LA Code of Practice. Staff members are not allowed to remove earrings so, if your child is unable to do this for themselves, they should leave them at home on P.E./ swimming days. Teachers are not permitted to take responsibility for earrings that have been removed in school. Pupils are not allowed to have their earrings taped over in P.E. lessons. If they come to school on a P.E day wearing earrings and are unable to remove them themselves, they will not be able to participate in the lesson. If you are considering allowing your child to have their ears pierced, we request that you do this at the start of the summer break.

### **Implementation of the uniform and dress code**

If your child is not wearing the correct uniform or has not followed the dress code, they will bring a letter home to parents reminding them of expectations. A similar letter will be brought home if they forget their P.E. or swimming kit. If the matter is not addressed promptly, the child will miss a morning break time, as outlined in the school Behaviour Policy. Please see the Behaviour Policy for further details.

Amendments to the uniform and dress code may be made for individuals in response to medical needs. Parents may also request an amendment on religious grounds. Such requests should be made in writing to the headteacher. Children may also be required to wear different clothing for school trips or similar activities.

Please make sure that all items of clothing are clearly labelled with your child's name, including P.E. kit which should also be kept in a named bag.

### **LOST PROPERTY**

Please make sure that all items of clothing are clearly labelled with your child's name, including P.E. kit, which should be kept in a named bag. We have a lost property box just off the school hall. We check it regularly and, where items are named, we endeavour to return them to their rightful owner. However, if items are not collected after a two week period, we will recycle them into one of our schemes to raise money for our school.

### **UNIFORM – ONLINE ORDERING**

Our badged uniform is available to purchase online from [tesco.com/ues](https://www.tesco.com/ues) (search for Sunnymede Junior School) or Red Oak Roller [www.redoak-schooluniform.co.uk](http://www.redoak-schooluniform.co.uk) who also run a uniform shop.

Please note that the blue fleeces are optional and intended as outdoor wear. It is not appropriate to wear them indoors as the school is well heated. A limited range of second-hand uniform is also available; please contact the school office for details of how to buy.

# SUNNYMEDE JUNIOR SCHOOL

## HOME SCHOOL AGREEMENT



In recognition that we must all work together to ensure that your child thrives in all aspects of school life, we have set out this agreement to make clear what the school, children and parents/carers can expect from each other in order to ensure this. The Staff and Governors very much hope you and your child will sign up to this agreement when your child joins the school. In doing so, we can ensure a strong partnership between us all. Please contact the school if you would like to clarify any aspects of this agreement before signing and returning to us.

Governors, staff, parent representatives and the school council were consulted on his policy which was updated April 2017 and will be reviewed periodically

School: We will do our very best to ensure:

- offer a safe, happy, friendly, stimulating, safe and secure learning environment
- foster a sense of belonging to a community whilst recognising the children as individuals, get to know them as an individual and meet his / her academic needs in an appropriate way, respecting their own values, beliefs and needs
- model high standards of behaviour and have high expectations of ourselves and others
- be approachable and welcoming at all times
- provide a high standard of teaching across the curriculum and develop children as independent learners
- provide homework tasks in line with school policy and ensure it is marked promptly
- keep families informed about school curriculum, policy and procedures, as well as key dates and events on a regular basis, via Parentmail, the website and newsletters
- invite parents/carers in to school to share in their child's learning whenever possible
- inform parents about their child's progress on a regular basis, alerting them promptly of any concerns we may have and working together to address it
- ensure confidentiality at all times
- provide a wide range of extra-curricular activities
- seek and value the views of parents and children in our efforts to improve our provision

Signed:

Date.....

Headteacher:

Mrs R.Branch

Parents/Carers: I will do my very best to ensure:

- I support the school rules and policies, which reinforce good behaviour and a positive attitude to learning
- I support the school in respecting others, promoting respect and equal opportunities for all
- I am polite to all members of the school community
- my child attends school regularly, arrives punctually and is collected on time
- I contact the school by 9:00am on the first day of absence and give a reason for this, with further updates if the absence lasts more than one day
- I inform the school in advance if my child is unable to attend school for any reason (.e.g. doctor's appt) or if there are any factors that may affect his/her work or behaviour
- I support my child with homework in a calm environment - including regular reading, times tables and spelling test practice - and ensure it is returned to school on time.
- I Inform the school of any medical needs concerning my child
- I avoid requesting holidays during term time
- I provide a healthy packed lunch for my child and pay promptly for any school dinners taken
- my child wears the correct uniform, follows the school dress code and has all the necessary equipment required for school, including P.E. kit. I will ensure uniform and equipment is clearly named.
- my child does not bring valuables to school without prior arrangement with the school
- that change in contact details are updated promptly , including emergency contact numbers
- I attend parents' evenings and discussions about my child's progress
- I encourage safe use of the internet at home
- I take responsibility for my child if they are on the school premises before 8:45am

Signed: ..... Date.....

Parent Name.....

Child: I will do my very best to ensure:

- I work to the best of my ability and take pride in my work
- I follow school rules and behave sensibly
- I show respect for all members of the school community in what I say and what I do. I treat others as I wish to be treated myself
- I keep myself safe and look out for the safety of others at all times
- I come to school regularly and on time and go to bed at a sensible time during the week
- I look smart and wear the correct school uniform
- I have the correct equipment in school
- I do my homework and hand it in on time
- I show respect for my own and others' belongings and school property
- I read regularly and practise my times tables and spellings often
- I give my parent/carer any letters or forms that are given to me to take home and return letters/monies to school when asked
- I tell the teacher or another member of staff if something is worrying me

Signed: ..... Date.....

Child's Name.....

