

Welcome To The Juniors



PARENT HANDBOOK 2021

Useful Names

Co-Head Teachers: Mrs S Farrell & Ms T Ahmed

Deputy Head: Mrs C Mitchell

Senco: Mrs H Cox

Senior Admin Manager: Mrs L Row

Pastoral lead: Mrs E Cheedy

SEN Admin Assistant: Mrs V Thomas

Caretaker: Mrs T Chapman

Chair of Governors: Mr A Pickford

Address :

Faringdon Junior School

Gloucester Street

Faringdon

SN7 7HZ

Telephone: 01367 240232

E-mail address: office@fjs.faringdonlearningtrust.org

Pastoral e-mail: pastoral@fjs.faringdonlearningtrust.org

School Website: www.faringdonjunior.co.uk

Essential Online Contact platforms:

ParentPay – the office will send you details to transfer and activate this account from the Infants or another school.

Google Classroom – your class teacher will send you details to join the class group

WELCOME TO FARINGDON JUNIOR SCHOOL

You will find, no doubt, that while the children settle into school remarkably quickly and know all there is to know about life in the school instantly, you may well remain in the dark about certain aspects of school life.

We decided that in addition to our school prospectus, we needed some kind of booklet about life in the Junior School. We hope that you find this a useful reference point as you and your children go through four years in the Junior School.

If in doubt about anything – ask! Things can be a little different from what you experienced in the Infant School or from your previous school.

ARRIVING AT SCHOOL IN THE MORNING

Children enter school via the Gloucester Street Library Garden gate and go straight to their classrooms for Start of the Day activities. The gates open at 8:40am and close at 8:55am. Children who arrive before 8:40am are not supervised by the school; **therefore, children should not arrive at school before this time.** If it is raining staff may open the gates slightly earlier if we have sufficient staffing. If children arrive after the school gate has been locked then they will need to enter school via the main Gloucester Street reception entrance.

We operate a First Response scheme for children - this means you should let us know if your child is not coming to school via email or telephone, as we will contact you during the morning to check. We are also starting a new **Independent Traveller scheme**, mostly used by older pupils, for children walking/travelling to school alone, with siblings or with friends to which you can sign up. With this scheme, we check on these children first and contact you as soon as possible if you have not called us and they are not in school; if we can't reach you, we will call the police. If you are interested in signing up for this scheme, please email the pastoral leader: pastoral@fjs.faringdonlearningtrust.org with the subject line: Independent Traveller Scheme

PLAYGROUNDS

No one is allowed to use any of the playground equipment at any time unless supervised by a member of staff.

In other words, the equipment cannot be used outside school hours, either before school starts or while you are waiting to collect a child from school or after school finishes.

This issue is about safety and it applies to everyone – all members of FIS and FJS and all siblings, both older and younger. We realise that it is very tempting to use the play equipment, especially for younger siblings, but it really is crucial that we all are responsible

for monitoring all children and making sure that this rule is enforced. **Please help us to keep this rule.**

Please note that the school grounds are not open to the junior school community at evenings and weekends – the site is only open for organisations letting the premises.

Children are not permitted to bring things in from home to play on the playground. Ball games are not allowed on the playgrounds before or after school.

PICKING UP FROM SCHOOL

Please wait for your child in the Gloucester Street Library Garden area. As it can be very busy at the end of the day, most parents, make arrangements with their child as to where they will be standing so it easy for the child to spot their parent. Our class teachers escort the children to the gate and then wait until all their class have been collected. If there are any children not collected by the time the school gate closes at 3:20pm, they will be taken to the reception office and parents will be contacted. If you are running late, then please contact the office as soon as possible and arrange to collect your child from the school office.

You need to agree with your child **who** is collecting and **where** the adult will be waiting. Older children may also walk by themselves to the school gate or home. Please complete an **Independent Traveller form** if your child walks without an adult.

If children are late being collected after school or there are any issues with pick-ups we ask them to go to the school office where our admin team will look after them and will try to contact a parent/carer. It is therefore important that we have up to date contact information. If you know you are going to be late, please ring the School Office so we can inform your child.

We will always help out in an emergency but please make any care and social arrangements before your child comes to school - as you can imagine the office gets very busy with parents ringing with last minute organisation or children wanting to ring home to see whose house they are playing at and children find last minute changes unsettling.

GETTING TO AND FROM SCHOOL

Walking:

We encourage children to walk to school or to park and walk whenever possible, including participating in 'Walk to School Week'.

Cycling or scooting:

Your child can cycle or scoot to and from school **with you**. We have cycle and scooter parking available but school cannot be held responsible for any loss or damages. We do not think our children are old enough to cycle alone unless they have completed official cycle training – our roads seem quiet but are very narrow and also busy at school times.

Skateboards and scooters are not allowed to be used on the Junior school grounds- as it is too dangerous and busy. Please push bikes/ scooters to the cycle shelter from the school gate.

Driving:

If you drive to school, please be aware of where you park. Stopping on the yellow zigzag lines is illegal as well as dangerous, of course. Do not stop outside the Gloucester Street Library Garden gate as it obstructs the view of motorists and pedestrians. Do not obstruct private driveways; residents are quite understandably annoyed if they cannot get out or into their own home! It isn't fair to them or indeed to the school which works hard to maintain a good relationship with the local residents. If you park a little further away, you'll even find you can actually save time by not getting entangled in the congestion nearer the school.

Other than staff, cars are **not permitted** to use the staff carpark in Wood View.

SECURITY

Faringdon Junior School is very security conscious and there is a perimeter intercom system in place. Buzz the junior office and explain who you are and why you need to come in. Note the site is open from 3pm – 6pm and children not attending clubs are expected to go straight home at the end of school.

Security is the responsibility of all of us. If you are on the school premises at any time other than at the usual drop off/collection times please ensure that all doors or gates are shut and secure as you leave. If at any time you see something that concerns you, find a member of staff and inform them immediately.

CHILD PROTECTION and WELLBEING

Our safeguarding team meet termly and are trained to address any child protection or wellbeing issues. All staff have basic safeguarding training. If there are any personal issues affecting your child's wellbeing, e.g. bereavement or parents splitting, please do inform the class teacher, pastoral leader or a Senior Leader as we want to support our families and children as much as is possible.

Our child and family Pastoral leader is, Mrs E Cheedy, who supports families and pupils going through difficult times. If you have a worry about another child or family who may need support, please speak in confidence with a member of the Senior Leadership team- looking after each other is very important!

LATENESS

ELECTRONIC SIGNING IN REGISTER

It is very important your child starts the day promptly at 8.50am.

If your child arrives late at school, i.e. after registration – for whatever reason – he/she must sign in via the main reception office. Arrival after 9.30am requires an adult to bring the child into school. Parents of children who are late more than on the odd occasion will be contacted by the pastoral leader.

THE SIGNING OUT/IN

If you need to take your child out of school early or during the school day, then you need to follow this process:

1. Inform the child's teacher in advance via the school office.
2. Your child will be collected from class by a member of staff.
3. If your child is to return to school, then you or your child must sign in again via the school office. A member of the admin team will return your child to class.

ABSENCE

It is a legal requirement that any absence be explained to the school. This should be by emailing, calling the office or by letter to the class teacher. If your child is away sick you should contact school immediately in the morning by telephone or email. Please inform the school each morning the child is sick unless you are able to confirm a longer absence e.g. chicken pox. The school office will call if your child fails to register but please reduce the admin workload by calling in promptly.

School will normally authorise some absences e.g. illness or religious observance. Other absences will not be authorised e.g. family holidays, birthday treats, tutoring during school hours. Other exceptions are occasionally made after written application to the Head Teacher e.g. funeral, national sporting events.

Leave of absence forms can be obtained from the office and must be completed at least three weeks in advance and bookings should not be made until the absence has been authorised by the Head Teacher. Where attendance is below 90% leave of absence is very unlikely to be authorised. We do not normally set work for children on a leave of absence. Please refer to our Attendance Policy which can be found on our website.

Please be aware absence is never granted in the time leading up to, and during, national tests in Year 6, which take place in May and days absent attached to school holidays are closely monitored by the Trust and Oxfordshire County Council Attendance Team.

UNIFORM

Uniform items with the school logo can be purchased from PMG Schoolwear, 8 Regal Way, Faringdon, SN7 7BX. The only special requirement is for children to wear the navy school sweatshirt with our logo. No other items need to be bought from our uniform supplier although other items with the logo are available e.g. P.E. t-shirts and fleeces.

The school uniform is navy, grey or black skirt/pinafore, navy, grey or black formal school type trousers, navy or white polo shirt, navy FJS sweatshirt and black or navy shoes. Jogging pants and trainers are **not** allowed as part of the uniform, except for PE. In the summer, blue and white check or candy stripe dresses may be worn, with navy shorts as an alternative. In the winter an FJS fleece can be worn. PE kit includes white, black or navy shorts, an FJS or plain white t-shirt and a dark coloured tracksuit/jogging pants. Plimsolls or trainers may be worn for PE.

PLEASE DO MARK ALL CLOTHING AND EQUIPMENT CLEARLY WITH YOUR CHILD'S NAME, INCLUDING COATS, SHOES, GLOVES, WATER BOTTLES AND SCHOOL BAGS.

Although the children have bare feet or wear plimsolls during indoor PE, they may wear trainers for outdoor PE. They must be labelled clearly and kept in a separate PE bag.

Two PE or PE/swimming lessons (which take place at different times throughout the year for different year groups) are timetabled each week and the class teacher will inform you of the days as well as it being available on the school website. Children are expected to bring kit and to take part.

LOST PROPERTY

A lost property box is situated in each year group. Lost property, particularly without a name, is a serious problem for us and huge bags of unclaimed items are given to Charity every term. Every so often all lost property is laid out on the hall tables and is advertised in the newsletter, in the hope it will find its way home!

JEWELLERY

No jewellery is to be worn, with the exception of a watch or items required for religious or medical reasons. If earrings have to be worn these must be small stud earrings only - which can be removed by the child for PE.

MAKE UP

Junior School aged pupils are not allowed to attend school wearing makeup or nail polish.

MOBILE PHONES AND VALUABLES

Mobile phones are only allowed in school if really needed e.g. for independent travellers. The phone should be handed in to the class teacher each morning. If an unregistered phone is found, it will need to be collected by a parent and no permission will then be given. Children are not allowed to use their phones during the school day.

Other electrical and electronic devices are not allowed. Children must not bring money or other valuables to school.

PENCIL CASES

Pencil cases are encouraged right from the beginning of the Juniors and we provide them to the children at the beginning of Year 3.

PLAY TIMES Year 3

Our morning playtime is 10:30-10:40
Our lunchtime is 12.15pm – 1.00pm

On designated days of the week children are allowed to use fixed play equipment, to play football and to use equipment boxes. In the Summer, the field is used for lunch breaks, weather permitting.

ONLINE COMMUNICATION

It is really important to register on ParentPay in the first weeks of the school year to receive email and access to our online payment system. We use it for important news (such

as school closure), urgent reminders and to let you know about problems (such as bumped heads). We avoid paper copies as much as possible and use email as it is more economic and more reliable than pupil post. You need to let us know if you want paper copies as we seldom send them out now.

Please read the newsletter which comes out once a fortnight on a Friday. That may sound obvious, but it's easy just to glance at these and not really take in what they actually say. The newsletter gives you a 'feel' for what has happened and what will happen the next week in the school.

Each class has a Google Classroom account which links to the year group and is used for home learning and any remote learning required.

Children will be given access to some excellent online resources including online maths support and TT Rockstars for Times tables practice

Please let the school know if your child does not have access to the Internet at home.

ASSEMBLY

Assemblies can be whole school, upper (Years 5/6) and lower (Years 3/4) school assemblies or children may also have assemblies in their own classrooms.

Assemblies are as inclusive as possible. This is so that all pupils can comfortably be present, contribute, benefit and participate as appropriate. Once a term each year group are asked to perform a Sharing assembly. These events are open to parents/Carers and you will be given notice of the date of your child's year group assembly.

SCHOOL VALUES

The school community came together to identify 5 school values, Honesty, Kindness, Resilience, Responsibility, Happiness and 3 core values of respect, safe, ready to learn. Each class has a regular PHSE, class circle discussion time where the children are encouraged and supported to:

- Express themselves and listen to others
- Celebrate and affirm school values
- Discuss issues affecting the class and the school

SCHOOL COUNCIL and WHOLE SCHOOL MEETINGS

Faringdon Junior School Council and Whole School Meetings offer an important opportunity for children to have their opinions heard and to share their ideas about the development of our school. The school council meets regularly each half term and representatives from each class are elected to the council by the class each year. A whole school meeting takes place each term involving staff, children and governors.

PLAY LEADERS

At the end of Year 5, some children volunteer to be trained as Play Leaders. These children take it in turns to mediate minor disputes during lunchtimes, especially for younger pupils.

BUDDIES

Year 3 children also have Year 4 'buddies' (normally started near the end of Year 2 or on arrival to FJS). These are special friends for the New Year 3s. Children arriving new at other times will normally be 'buddied' with children from their own class.

FOOD MATTERS

The school is a **NUT AND SEED FREE ZONE**. NO nuts or seeds in anything please – this includes packed lunches, snacks **AND** any food treats brought in e.g. for birthdays.

SNACKS

Your child may bring a healthy mid-morning snack which can be eaten during break. Crisps, chocolate, biscuits and sweets are not allowed.

WATER

children are encouraged to always bring in labelled water bottles to drink during the day. There is a water fountain in the school, otherwise children can fill up their bottles within their own classrooms.

LUNCH

We have the same caterer as the Infant School, Caterlink. You can choose between providing a packed lunch or having school lunches. School lunches offer a meat, fish and veggie option.

There is a charge for school lunches in the Junior School unless you are in receipt of free school meals. You need to pay in advance, ideally on a termly basis through ParentPay.

If you are sending a packed lunch, please label the lunchbox clearly.

MEDICAL MATTERS

ILLNESS

We have trained first aiders on the school premises at all times and all staff have basic first aid training. We would like all our community to be aware that we have a defibrillator in the medical room which can be used by anyone in emergency. All staff on site are trained to use it.

If your child has an infectious disease then you must ring the school and inform us.

Do make sure that we know where to contact you during the school day, just in case of emergencies. If your address, number or mobile number changes – don't forget to inform the office and ensure we have 3 up-to-date contact points.

MEDICINES AT SCHOOL

The general rule is that school staff may not give medication of any kind to children without written consent from parents because of the possibility of an adverse reaction. Please therefore sign the permission form if you are happy for the school to support your child if needed. Asthma-related equipment and epi-pens must be kept in school for children to use as necessary.

If your child suffers from any other condition that requires long term medication (e.g. diabetes, epilepsy, ADD), please contact the school office to discuss the matter.

Children may not bring any medication into school with them.

If your child needs to take any medication prescribed by a doctor, you need to bring it to school, discuss it with the school office and complete a Medicines Form.

CHILDREN WITH ALLERGIES

If an Epipen is prescribed for your child by a GP or hospital then we must have 2 Epipens, one in the classroom and one in the medical room. Please make sure that both class teachers and our admin team are aware of your child's condition.

HEAD LICE

At times there may well be no way of getting away from head lice and you are bound to encounter them at some stage during your child's school life! In order to limit their spread, we ask that all parents implement this weekly routine:

1. Wash hair normally and towel dry.
2. Apply conditioner.
3. Comb through the hair using a special nit comb. These are easily bought at all chemist shops.
4. Rinse.

This procedure needs to be repeated every 3 days if head lice or nits are detected until the head is clear.

As the head lice and nits are now becoming resistant to all the commercial, chemical treatments this simple procedure is a really effective and safe way of dealing with the problem.

If you find anything tell your class teacher or the school office. A letter will be sent to all class members so that there can be a co-ordinated attack. Strict confidentiality will be maintained.

ACADEMIC MATTERS

Anything to do with your child's education may be taken up with your child's class teacher. You may also speak to our Deputy Head, Mrs Mitchell, Mrs Cox, the SENCO or Mrs S Farrell / Ms T Ahmed our Head Teachers.

If you have any problem at school, academic or otherwise, the teachers are always happy to make time to talk with you. Where possible it is greatly appreciated if you could make an arrangement to meet up either before or after school. We do try to ensure that a Senior leader or Pastoral leader is available at the gate at the start of school. Particularly where parents are unable to come to school, we are happy to talk on the phone too.

OPPORTUNITIES TO LIAISE WITH TEACHERS INCLUDE:

1. Parent consultations

These take place twice a year, during the Autumn and Spring Terms. You will be given the opportunity to talk about your child's progress with the class teacher and our special needs and inclusion Coordinator (SENCO) if this is appropriate for your child.

2. Open afternoons

Each term, we invite parents/carers to come into school and we have activities and performances put on by the children in which you can take part. Parents/carers are

encouraged to attend these events, to celebrate the work which has been achieved by looking at the work in the classrooms as well as through their child's books.

SCHOOL REPORTS

An annual written report is sent out towards the end of the Summer Term.

HOME LEARNING

Our policy is to encourage children to develop the habit of setting aside regular time for out of school study. This will cover reading, spelling, consolidation and practice work, investigation and independent research. Details and expectations of the home learning set in each year group will be explained in the Curriculum Newsletter each term. Some home learning is set online with Google Classroom and logins will be given for you to access these accounts.

If parents wish to help with home learning they may certainly do so. However, all homework set should be within the capability of the child – please keep the Class teacher informed if this is not the case.

SCHOOL BEHAVIOUR

We have a positive approach to behaviour and support our children to take responsibility for their own choices and to reflect on the impact they have on others and themselves. We have 5 FJS Values which become a focus for assemblies, PSHE lessons and rewards. Our core values are displayed around the school (Be Ready, Be Respectful, Be Safe).

Head Teachers' BEST WORK Award

Class teachers nominate one child each week for Learner of the Week. Some children will visit the Headteacher for a Best Work award based on excellent work (excellent for the child's current achievement levels), trying very hard to improve, special levels of politeness, kindness or caring.

TEAM POINTS

When children start with us, they are put into one of four school teams (Cherwell - red, Windrush - yellow, Thames - green and Evenlode - blue). The team with the most points at the end of the half term receives extra playtime. All adults can reward good work, doing your best and thoughtful behaviour with team points using stamps, stickers or Dojo points. We also have a class token system whereby the class can be awarded a token for following school rules or exceptional behaviour. The class with the most tokens each term gets an afternoon Golden Time.

SANCTIONS

A child may be asked to lose privileges such as play time, and be asked to stay in during a break time. A more serious sanction is the lunchtime Reflection Room. If we have particular or ongoing concerns about behaviour, we will speak with you. We very much value your support and this is vital to maintaining our happy, positive and well-ordered community and supporting each child to be the best they can be. See our "Good to be Green" scheme in our prospectus.

SCHOOL CLUBS

There are many school clubs.

1. Some school clubs/teams/activities are run by our school, e.g. Netball Club, Gardening Club, Chess Club and Coding Club. There is also a school choir. Teams are selected to represent the school in Football, Girls' football, netball, athletics, chess and other one-off FLT or Vale events. Competitive sports opportunities representing the school are available mainly to years 5 and 6.
2. Other after school activities are run by independent companies who let the school premises and charge accordingly.

Some clubs operate at lunchtimes, some after school. Some clubs are open to all children, some to specific year groups or groups of pupils. Squads are usually chosen by inviting all interested children, in the relevant year to a trial. For one off events, squads may be chosen in consultation with class teachers and the PE Leader. School clubs vary according to the interests of the current staff, who offer clubs and teams voluntarily. Further information is available in the school office.

SCHOOL TRIPS AND VISITORS

Each year group will organise exciting, educational visits which support and extend work in the classroom. These include visits to sites of historical or scientific interest, galleries, theatres and museums. To enable these visits to take place we rely on parents paying voluntary contributions and the help offered by parents/carers.

- No child will be excluded from a trip for financial reasons and if you have any concerns/worries please speak in confidence to the Head Teacher. However, if not enough parents pay contributions, trips may be cancelled.
- Frequently, groups of pupils are invited to take part in trips or competitions other than class ones. Children are chosen for a wide range of reasons for these, including those with special educational needs, those entitled to pupil premium support or those with a particular talent or interest.
- We encourage all parents to give permission for trips and payment online through ParentPay. If you send cash or cheque payments, please put it in a sealed, named envelope to be handed to the office at the start of school. We also have a local learning area agreement so that you can give one off permission for local trips to take place during your child's time in the Juniors without needing to chase so many permission slips for each trip.

Our end of year 6 school journey is a residential trip to Manor Adventure, Shropshire. Pupils will have a chance to engage in exciting teamwork activities designed to build relationships and improve pupil independence in preparation for transition to secondary school.

SWIMMING

The children go swimming during their time at the school. Each year group has a different termly slot and the children attend for 6-weeks. More information will be sent from class

teachers when the swimming slot is happening for their class. All children are required to wear swimming hats.

Please give your child a separate, clearly named swimming bag. As well as having a qualified swimming instructor, there is always another member of staff who accompanies the children to the pool and helps supervise the lesson.

The swimming pool is a wonderful and rare but very expensive resource for the school. We do not receive any funding for the pool, and therefore rely totally on all parents to make a voluntary contribution per year to help afford to keep the pool running.

INSET DAYS

The acronym INSET stands for: 'In service training' for staff. INSET days are generally tacked on to either the beginning or end of a school holiday, 5 each year.

There is no school on an INSET Day.

SCHOOL GOVERNORS

The governing body is responsible for supporting and Challenging the school to provide the best possible education for all its pupils. It is also charged with ensuring that the school provides value for money. The governing body appoints the Head Teacher and oversees school development, policies, strategic matters and safeguarding procedures.

The school welcomes suggestions, questions and feedback to staff or governors. Parent Governors, who tend to be around the school more than other governors, are happy to be approached (for a list of our governors, please see our website). Concerns about specific issues relating to your child should be brought to the Class teacher in the first instance and then to a year leader or senior leader if unresolved.

Only if you feel that the school has not addressed your concerns properly should you approach the Chair of Governors who can be contacted via the school office.

SEN, EAL AND INCLUSION

Our aim is to provide a supportive learning environment for all children to develop to the best of their ability, whatever their needs may be.

Day to day provision within the school is delivered through a Learning Support Team under the leadership of the Special Educational Needs (SENCO) Mrs Cox, and in consultation with Teaching Assistants and Class teachers.

Pupil Premium, Looked After Children and Free School Meals

PLEASE do make sure the school knows if you are entitled to Free School Meals or have been entitled to them in the past, even if your child has a packed lunch. We receive additional funding for our Pupil Premium children and use this money specifically to enhance these children's learning. Please contact Mrs Row for forms etc. Similarly for pupils in the care of the local authority or who have been adopted from local authority care we receive additional funding for their benefit - make sure you claim it. Please speak with Mrs Cheedy if you would like to discuss this further.

PARENT HELPERS

We are delighted to welcome parent helpers into the school. Class teachers normally contact parents direct for help with class trips and activities but we are happy to accommodate parents who can offer a special skill or can give some regular time.

A variety of useful jobs are always available. For examples:

- Listening to children read
- Arts and craft activities
- Accompanying school trips and visits

Our policy is to ask parents not to work in their own child's class other than when going on trips or on an occasional basis e.g. sewing or cooking projects.

USEFUL PARENT WEBSITES

www.direct.gov.uk

www.childcarelink.gov.uk

www.topmarks.co.uk

www.kidsmart.org.uk

www.ngfl.gov.uk

www.thinkuknow.co.uk

Many more links to local groups and educational sites can be found on the FJS Website - www.faringdonjunior.co.uk