

Moulsham Junior School

Sharing...



Supporting...

Succeeding....



....Striving

Prospectus 2014 - 2015

Status and Character: Junior School
(Boys and girls aged 7 - 11 years)

Number of pupils at January 2014: 559

Number intended to admit during September 2014: 150

Moulsham Junior School
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Welcome to Moulsham Junior School

'To work together enthusiastically so as to inspire children to achieve their personal best and be well equipped for the future'



At Moulsham Junior School, children are part of a supportive, friendly and stimulating environment which values and encourages mutual respect and trust.

Each child is seen as an individual and is made to feel that they have a contribution to make to the life of the school. To help new children to settle, each Year 3 child is given a 'Buddy' from Year 6 who will help them in the playground and in classroom activities such as reading.

Individual successes are shared and celebrated so that children leave the school confident, with a positive self esteem and well prepared to continue their education.

The aims of the school are as follows:

- Provide a stimulating, safe and secure learning environment where all members of the school community are happy, feel valued, respected and are motivated.
- Enable each child to be literate and numerate, achieving their own personal best.
- Provide a broad and balanced curriculum which inspires and develops the whole child.
- Encourage children to be self disciplined so that they become responsible and caring members of the community.

- Celebrate individual successes so that everyone develops a positive self esteem.
- Motivate children to develop independent thinking, a love of learning and high expectations.
- Promote positive relationships with parents and the wider community.

We became an Academy in April 2012. Becoming an Academy has given us increased freedom to create a curriculum that meets the needs of our children as well as greater control over how we spend our budget to benefit our children.

Moulsham Junior School opened in 1938 and the school is situated in large, pleasant, leafy grounds. It shares a 'campus' with Moulsham Infant School and Moulsham High School. The 'Kids Academy' is also part of the Moulsham Campus and provides nursery education as well as before school and after school clubs for children at the school.

The school has a large playing field and grassed area adjacent to the spacious playground. There is a new gym area and two trim trails for those children who wish to burn off extra energy. There is a wildlife area with a large well established pond and children are encouraged to grow vegetables and flowers in our 'Garden for Growth.' These enable our children to appreciate the natural world and they are involved in their development and care of these areas.

There are 20 classrooms and other teaching areas which support children working in smaller groups. All of the classrooms are carpeted and have interactive whiteboards. The school has two large assembly halls, two well equipped and spacious ICT suites and a well resourced library.

Mrs Staley - Headteacher

Hello and welcome! I would like to start by telling you a little about me. I completed a double honours degree in Sports Studies and Education at Roehampton University. I later gained my first teaching post in South Woodham Ferrers and have remained in Essex ever since being appointed as a deputy in Basildon. I then took the post of Head teacher at a Chelmsford school in 2009 and Moulsham Juniors is my second Headship. I have been involved in several studies around excellence in establishments including the Essex writing project, Early Reading Research and Quality Assurance for specialist provisions. I am passionate about all children respecting our world and become lifelong learners.

I have two young children and as a family we enjoy swimming, the great outdoors and junk modelling! The Moulsham Junior School motto: Sharing, Supporting, Striving, Succeeding encapsulates my philosophy about what all schools should endeavour to achieve.



Mrs Moores - Deputy Headteacher

I completed an applied psychology degree at a London University and then moved into working in the media sector. I worked for The Times and then for Viacom in various roles. I then completed my PGCE and began teaching a Reception class at a school in Havering. Over my teaching career I have had responsibilities for a range of areas including PE and ICT as well as several management roles including previous experience of being a deputy head. I have taught across all the primary year groups in every subject, but have a particular passion for mathematics and hands-on practical teaching.



SCHOOL ORGANISATION

Each Year Group is made up of five classes. The Head of Year is responsible, alongside the class teacher, for the pastoral care and learning of all the children in their Year Group. The Headteacher and Deputy Headteacher have overall responsibility for the pastoral care of the children and the academic management of the school.

In addition, the school is divided into four Houses - Earth, Water, Fire and Air. Children from all four Houses are in every class. The House System is used for sports day and various competitions as well as occasional 'House Days' when the children get the opportunity to work on projects with children from other age groups. House Points are awarded, for example, for good behaviour or work, and the House with the most points is awarded a cup at the end of each term.

TIMES OF THE SCHOOL DAY -

Years 3 and 4		Years 5 and 6	
8.45am	Children may arrive at school	8.45am	Children may arrive at school
8.55am	Registration	8.55am	Registration
9.05am	Lessons begin	9.05am	Lessons begin
10.15am	Break	10.15am	Assembly
10.30am	Assembly	10.30am	Break
10.45am	Second morning session	10.45am	Second morning session
12 noon	Lunchtime	12.15pm	Lunchtime
1.00pm	Afternoon session	1.15pm	Afternoon session
3.15pm	End of afternoon session	3.15pm	End of afternoon session

Our school bell rings between 8.45am and 8.55am. Unless notification of a special arrangement has been given (e.g. meeting early for assembly or a school trip), the children should not arrive before 8.45am as the school accepts no responsibility for their safety before this time.

Children in Years 3 and 4 enter and leave the building through the gate nearest to the High School. They also need to be collected from this entrance. Children in Years 5 and 6 enter and leave the school through the gate nearest to the turning circle.

Doors and gates at both ends of the school are locked when the School bell stops ringing at 8.55am. Children who arrive after this time must report to Reception, at the front of the School, so that their attendance at School can be recorded.

SCHOOL UNIFORM

A school is often judged by the appearance of its pupils and a smart standard of dress helps to create a positive image. We hope that you are able to support us with our aim of a smart standard of dress. Children are expected to wear our distinctive school uniform. The school colours are burgundy, grey (not black) and white.

Winter	Summer	PE
<p>White shirt or blouse.</p> <p>Grey trousers, skirt or pinafore dress.</p> <p>Burgundy jumper, school sweatshirt or cardigan.</p> <p>School tie (optional)</p> <p>Black shoes (no trainers please).</p>	<p>Pink and white checked or striped dress.</p> <p>White short sleeved shirt, blouse or school polo shirt.</p> <p>Grey trousers, grey shorts or skirt.</p> <p>A school baseball cap is available for protection in hot weather.</p>	<p>Indoors</p> <p>Black shorts, plain coloured t-shirt in the child's House colour:</p> <p style="padding-left: 40px;">Earth House: Green Water House: Blue Fire House: Red Air House: Yellow</p> <p>(Indoor PE is undertaken in bare feet. Should your child need to wear shoes for medical reasons, these should be thin soled plimsolls which allow the feet to flex).</p> <p>Outdoors</p> <p>Black shorts, plain coloured t-shirt in the child's House colour (see above). Plimsolls or trainers. A plain, dark coloured tracksuit for use in cold weather.</p>

To protect clothing during art lessons, each child should keep an overall, apron or old shirt in school.

All clothing should be clearly marked with the child's name so we can return any lost property.

Our uniform is available directly from One Stop Schoolgear, Unit 1, Beehive Business Centre, Beehive Lane, Chelmsford, CM2 9TE. The shop is open Monday to Friday 9am to 5pm and Saturdays from 10am to 1pm. Orders can also be placed by telephoning the shop on 01245 214084, online at www.onestopschoolgear.com and also by post directly to the shop.

FOOTWEAR

We ask children to wear waterproof black shoes (not boots) that are low heeled and sensible. During the winter when it is cold and wet children may wear suitable boots to school but must bring their school shoes to change into as soon as they arrive. This is essential as children's feet are still developing and can so easily be damaged by inappropriate shoes. Children are asked not to wear sandals or flip flops to school and should always wear socks or tights as appropriate. A pair of trainers or plimsolls plus a spare pair of socks are required for PE outdoors so that children have a change of shoes from those worn for general school activities. A named draw-string bag, which will hang on a coat peg, is essential for holding PE clothing. It should remain in school for daily use and be taken home during the holidays.

THE CURRICULUM

The National Curriculum is taught in all state schools. It is divided into the core subjects of English, Mathematics, Science, Information Communication Technology and the foundation subjects. These include History, Geography, Music, Design and Technology, Physical Education, Personal, Social, Health Education (PSHE) and Citizenship, Art and French. Detailed guidelines are given to Subject Co-ordinators and teaching staff for these subjects and they ensure that every child has access to a broad and balanced curriculum. Religious Education is also taught using the Local Agreed Syllabus.

At Moulsham, the staff have devised a series of topics which cover all of the requirements of the National Curriculum. They allow children to be enthused and engaged through a cross curricular approach. Topics taught this year have included Chelmsford from Romans to Radio, the Egyptians and Chocolate.

The Governors have agreed that Sex Education should be sensitively integrated into our Personal, Social and Health Education programme giving the children a wider and deeper understanding. However, parents have a right to withdraw their children from these lessons except from the part that is contained within the science curriculum. The video resources and other materials used to develop this aspect of school work with Year 5 are shared with parents prior to their use in the classroom.

From the second term in Year 3 onwards children are taught in groups with others of similar ability in Maths. Single subject teaching also takes place especially in English, Science, Music, French, Religious Education, PSHE and Physical Education. At the beginning of each term a Classroom Guide is sent home which outlines the topics and learning for the term.

In addition to the structured curriculum, Moulsham takes every opportunity to extend the children's learning in other ways. Numerous events and opportunities are provided.

These include:

- A wide range of sporting activities including swimming lessons for children during Years 5 and 6.
- Extra curricular music opportunities including the school choir and individual tuition for a wide variety of musical instruments. Children are able to share their musical successes by performing at the annual 'Christmas Cracker' and 'Summer Serenade' Concerts.
- Regular themed learning days or weeks. These have recently included International Days, French Day, World Book Day, Bug Day, Wellbeing Day and Science Day.
- Annual School Council Elections. These use voting booths and boxes donated by the Borough Council which helps the children to understand the democratic process.

We are committed to developing children's understanding of responsibility as well as their independence and communication skills. Helping children to develop these life skills so that they leave the school confident is achieved by the following:

- Class assemblies where the children present some aspect of their recent learning to their parents and the rest of the school.
- An annual Year 6 production which is performed to parents and children and which incorporates music, drama and dancing.
- Providing opportunities for children in Year 6 to take on school 'jobs' around the school, with Year 6 children writing a formal letter of application.
- An annual school residential journey to Norfolk for children in Year 6. This is organised and lead by the Headteacher, and supports learning in history, geography, science and personal development. Children have the opportunity to undertake some forms of adventurous activities as well managing their own budget using the school journey 'bank'. They are also encouraged to organise themselves for each day's events and develop their team working skills.
- A 'mini' residential trip for children in Year 4 during which they have the opportunity to experience camping overnight and take part in many team building and confidence boosting outdoor challenges and activities.
- An overnight 'camping experience' for children in Year 3.

HOMEWORK

At Moulsham we believe that children learn best when parents work together in partnership with the school. Homework is one way in which parents can support and enhance their child's learning. The nature and length of any homework set varies according to the age of the child. Some of the homework will be in the form of themed projects to be carried out at home. Classteachers value the homework that is carried out by children and will acknowledge and discuss it. However, it is not possible for each individual piece to be marked in detail.

EXTRA CURRICULAR

To enhance the children's education, the staff are committed to providing a variety of before school, lunch time and after school clubs. A permission form outlining the responsibilities of membership, obtained from Reception, must be completed by a parent or guardian before attendance at any of these activities. A list of clubs available for each year group will be available each term. Additional information will be given in the weekly newsletter or memo. However, due to the size of the school some of these clubs are over-subscribed. If this is the case then the School Council has agreed that places will be allocated by ballot.

INTERNATIONAL LINKS

The school has received the Advanced International School Award and has well established links with the Japanese School in Acton in London. Each year a party of children from the Japanese School in London experience a day of English education at this school and a party of our children visit the Japanese School. Once a year we hold an International Event.

CHARGING AND REMISSION POLICY

To enable educational visits and additional in-school activities to take place, visiting performers, speakers and swimming, voluntary contributions are requested as the school has no funding for these activities. We always try to keep these costs to a minimum, however if enough donations are not received then the activity may have to be cancelled. In certain circumstances a remission of charges can be granted. Applications should be made to the Chair of Governors and the matter will be placed before the Governing Body for consideration in confidence. Any items borrowed from school, such as books, which are lost or damaged will be charged at replacement cost.

CHILDCARE AND PROTECTION

Moulsham Junior School is committed to ensuring the welfare and safety of all children in school. All Essex schools, including Moulsham, follow the Essex Local Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and / or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's Safeguarding and Child Protection Policies are available on request. The Headteacher is the designated person with the responsibility for liaison with Social Services and other agencies involved with child abuse and there is a designated Governor with responsibility for child protection in the school.

PASTORAL CARE AND BEHAVIOUR

Children at Moulsham tell us that the school is a happy and fun place to be. They feel safe and well supported by their teachers, Learning Mentor, Learning Support Assistants and fellow pupils. Through the school and class council system, children are encouraged to ask questions, discuss issues and respect the views of others.

Moulsham Junior School is a community in which behaviour is based on mutual respect and consideration for others. At Moulsham we encourage everyone to uphold the Moulsham School Rights which are:

- The right to be safe
- The right to respect
- The right to learn

These are displayed around the school and are discussed regularly with the children along with the responsibilities that we all have to uphold these rights. Each class negotiates their own class contract, which we share with parents allowing them to be reinforced at home.

Our children are encouraged and supported to behave well and to understand the consequences of their actions. We have very high expectations for children's behaviour and are very proud when we receive positive reports back from visitors and from the places we visit. The school takes a positive approach and rewards and celebrates excellent behaviour when it occurs. This may be through our 'Golden Book Assembly' which also celebrates children's achievements in other areas or through our weekly 'Golden Time' sessions.

The children know that we do not tolerate bullying or racist comments. We are a 'Telling School'. Children and parents are encouraged to report concerns and do so. Our Learning Mentor provides support and deals with issues in the first instance. This means that generally issues are resolved before they escalate. We work closely with parents at all times.

'Circle Time' takes place on a regular basis and enables children to manage their feelings and work effectively with others and this too supports our aim of encouraging positive behaviour. Occasionally, there are children whose behaviour for various reasons may fall below that expected of them. The class teacher will initially deal with these incidences. Particular problems may be referred to the Head of Year who may then pass them to the Deputy Headteacher or Headteacher. Parents are kept informed and their support is sought to help the child overcome his/her difficulties. In exceptional cases, the Headteacher may exclude a child from the school for a fixed period or she may propose permanent exclusion. Depending on the length of the exclusion, parents have a right to make representation to the Governing Body at any meetings called to consider it.

SPECIAL EDUCATIONAL NEEDS (SEN)

At Moulsham we are committed to meeting the individual needs of every child in the school. We acknowledge that all children are individuals and that as they develop their needs change and our understanding of their needs change as well.

The school employs an Inclusion Leader who oversees SEN as well as working with an additional Special Educational Needs Co-ordinator (SENCO) to co-ordinate the needs of children.

The SENCOs liaise with classroom teachers, devising suitable programmes of learning for the children in the form of Individual Education Plans (IEPs). They also work closely with parents/carers and other professional agencies to provide the best possible opportunities for the children. Learning Support for pupils experiencing difficulties is allocated according to the Essex Stages of Assessment criteria. Children's progress is discussed regularly at meetings between parents, classteachers and the SENCO.

EQUAL OPPORTUNITIES

At Moulsham we work hard to ensure that all members of the school's community have equal opportunities. We respect the equal human rights of all of our pupils and take opportunities to educate them about equality.

The Governors have ensured that we comply with recent legislation and implement school plans in relation to race equality, disability equality and gender equality. The building was built in 1938 and does have some limitations for children and visitors who are wheelchair users but ramps for access are in place and it is possible to access all areas.

TRANSFER TO SECONDARY SCHOOLS

Moulsham Junior School pupils transfer at the end of Year 6 to a variety of schools including Moulsham High School, Chelmsford County High School for Girls, King Edward VI Grammar School, Great Baddow High School and other local secondary schools.

We liaise with the secondary schools chosen by parents, to ensure that the children's needs are made known to their new school before the formal transfer of pupil records.

We have strong relationships with local High Schools, especially Moulsham High School who supports us with PE and geography activities and KEGS, who provide support with mathematics and science.

PRACTICAL INFORMATION

REPORTING TO PARENTS

Parents are kept informed of their child's progress and are invited to three parent consultation meetings with the teachers. During the school year a written report outlining progress and targets is sent home.

In addition to these evenings, teachers are available after school to discuss issues as they arise. Please make an appointment through the School Office.

EXPRESSING YOUR CONCERNS

From time to time, parents may have a concern about their child's education. Many such concerns can, and should, be resolved at school level, particularly as they often arise out of misunderstandings about the aims of the school and the methods employed to achieve them. The usual format is to speak to the child's teacher in the first instance or to contact the School Office to arrange an appointment with the Head of Year, Deputy Headteacher or Headteacher as appropriate.

Details of the Compliments and Complaints procedure can be requested from the school office.

ACCESS TO DOCUMENTS

The Freedom of Information Act 2000 requires all publicly funded bodies, including schools, to be clear about the information that they publish.

All relevant documents of interest to parents - Ofsted Report, School Policy documents, Charging and Remissions Policy and Complaints Procedures - are available at the School Office and may be consulted at school or borrowed. Copies are generally available on request. In some cases, a small charge may be required to cover administrative costs.

PARENTAL HELP IN SCHOOL

Parents are encouraged to support their child at every opportunity. They are invited to attend their child's class assembly, to be a spectator at sports day, encourage their child's performance in concerts, through practical help and audience participation, and, where possible, assist with classroom activities and educational visits. If you would like to help in school please contact your child's class teacher, Head of Year or Deputy Headteacher.

SCHOOL SECURITY

Moulsham Junior School provides a friendly and welcoming environment that is safe and secure for all its staff and children. In order to achieve this we all work together and encourage all parents and visitors to uphold the security policy of the school by

leaving the children at the playground gates and only entering the school premises via the main entrance by the school office.

DRINKING WATER

At Moulsham we encourage the drinking of water as a means of improving the health and welfare of our pupils. Studies have shown that it promotes good health and improves concentration as the brain benefits from a regular intake of water. We therefore encourage all children to bring a bottle filled with water into school to drink throughout the school day. County guidelines advise that plastic bottles are replaced regularly to ensure that they are free from bacteria.

LUNCHTIMES AT MOULSHAM

Lunchtimes at Moulsham provide an opportunity for children to play together and have fun in a safe and spacious area. There is a team of lunchtime assistants who oversee the smooth running of lunchtimes. They have all had training in first aid. The two Senior Midday Assistants liaise with teachers before and after the lunchtime session. Good behaviour at lunchtimes is rewarded with Housepoints with the winning House receiving a cup at the end of each term.

SCHOOL MEALS

We are proud of the school meals that are provided at Moulsham. They promote healthy eating and are monitored for consistency and quality.

Hot meals are cooked in the school kitchen based in Moulsham Infants School and brought across to our school on hot serverly trolleys. We ensure that we plan healthy meals and where possible we source the ingredients through local farms and companies. Menus are sent home on a three week rota every term so that parents can see what dishes are available.

Each day the children have a choice of the following:

- a hot school meal, with a vegetarian option,
- a jacket potato with a choice of fillings and salad,
- pasta with a choice of two fillings, one of which will always be vegetarian, served with salad.

All of the hot school meal options are followed by freshly prepared fruit bowls, yoghurts or a traditional pudding or cookie.

Where possible, payment for all meals for each week should be made on a Monday, ideally by using our on-line payment system. If this is not possible, money should be brought into school on a Monday morning in a sealed envelope with the child's name, class and 'dinner money' written on it. If you wish, you may also pay half termly or termly in advance. Cheques should be made payable to 'Moulsham Junior School.' If your child is absent from school on a day there were due to have a school meal, any

credit will be carried forward. If a child has ordered a school meal and then is unwell and has to go home before 11 o'clock you will not be charged for the meal. However, if they leave after 11 o'clock, we will unfortunately need to charge for their meal as preparations in the kitchen would have already commenced.

Children bringing their own packed lunches eat in class groups in South Wing Hall. The children need a strong labelled lunch box. Drinks should be in plastic containers or cartons. Cans, glass bottles and fizzy drinks are not permitted. We also ask that packed lunches do not contain any product with nuts. We hope that parents will support our healthy schools status by providing children with a healthy packed lunch. Children may also go home for lunch, although we would ask parents to inform their child's class teacher in writing on such occasions.

PLAYTIME SNACKS

We recognise that the morning session is a long time for children to go without something to eat and we therefore encourage children to bring a healthy snack to eat at this time: a piece of fruit or dried fruit pieces are ideal. We encourage children to eat healthily and therefore sweets and crisps are not allowed. A variety of fruit based snacks are available to buy at break-times.

VALUABLES AND PERSONAL EQUIPMENT

BAGS AND EQUIPMENT

In addition to the PE bag that children use to store their PE clothing, they will also need a small bag to carry their lunch and school equipment to school. It would be very helpful if this bag could be as small as possible as storage space for these is limited. As the children bring their books home regularly it extends their life if they are protected by a nylon book bag. The school provides all of the necessary stationery equipment but some children like to have their own pencil case containing items such as colouring pencils, erasers and a glue stick.

JEWELLERY

Children may wear studs in pierced ears but these must be removed before PE lessons for safety reasons and children must be able to do this unaided. Any child who cannot comply will not be permitted to participate in the activity as it presents a possible health and safety risk to themselves and others. Please try to ensure that any procedures to pierce ears take place during school holidays. Watches may be worn but these are the responsibility of the wearer and must also be removed for PE. The wearing of any other items of jewellery is not permitted for school as it may cause injury to the wearer or other children.

MONEY

We encourage parents to pay for trips, school dinners etc through our on-line payment system. If this is not possible, children should only bring essential money to school and this should be in a sealed, named envelope and handed to the class teacher as soon as possible, with any cheques being made payable to Moulsham Junior School. The school cannot be held responsible for money left in coats or elsewhere.

MOBILE PHONES

Mobile phones are an on-going problem for all schools. In lessons they distract from pupil's learning and often go missing. It is therefore the school's policy that mobile phones are not brought into school. However, if there are one-off exceptional circumstances please contact the school office. In these rare circumstances the phones will be kept in the school office during the day and collected at 3.15pm.

MUSIC LESSONS

The school works closely with Essex Music Services and peripatetic music teachers to provide music lessons for children who want to learn a musical instrument. Music lessons currently take place for several instruments including piano, guitar, clarinet and saxophone. For further details of arrangements and costs please contact the school Finance Office.

FRIENDS OF MOULSHAM JUNIOR SCHOOL (FOMS)

There is an enthusiastic and hardworking Parent Teacher Association known as FOMS, which arranges social functions and fund raising activities for the benefit of the school. The help and support the parents give enables our children to benefit from fun events such as bingo nights, disco, the Christmas Bazaar, quiz nights, wine tastings and the Summer Fete. We very much appreciate the efforts and contributions made by the members of FOMS as they provide additional funding for the many education extras, such as major refurbishment of the school library, redeveloping the school playground and field including the purchase of two 'trim trails', and also the purchase of a number of laptops, cameras i-pads and two digital projectors for the Halls. All parents automatically become members of FOMS when their child joins the school. We hope that that all parents will be willing to support the activities of this Association.

THE GOVERNING BODY

The constitution of the *Governing Body* is set in the *Articles of Association* and the *Governing Body* is directly accountable to a *Trust Board* and the *Secretary of State*. The term of office for all our *Governors* is four years.

Some of the *Governors'* responsibilities as follows:

- To shape the vision and direction of the school.
- To ensure that all children receive the best possible education with the resources available.
- To ensure the school fulfils its statutory duties.
- To support and challenge the *Senior Leadership Team*.
- To decide how the school's budget is spent.
- To ensure the safety and welfare of all children.

Moulsham Junior School currently has a *Governing Body* comprising of the following members:

Mrs K Knight	(Chair)
Mr A Missen	(Vice- Chair)
Mrs M Staley	(Headteacher)
Mrs C Norton	(Teaching staff)
Mrs M Orchard	(Non-teaching staff)
Mrs P Pickwick	(Parent Governor)
Mrs G Jordan	(Parent Governor)
Mrs I Bainbridge	(Parent Governor)
Mrs K Barry	(Parent Governor)
Mr P Reynolds	(Community Governor)
Mrs F Tittensor	(Community Governor)
Mr N Boddington	(Community Governor)
Mrs C MacLean	(Community Governor)
Mr S Hindi	(Community Governor)
	Vacancy

Observer: Mrs G Moores (Deputy Headteacher)

Clerk to the Governors: Mrs J Tyler

Parent Governors are elected by other parents of the school. Their role is to bring the views of parents to the *Governing Body*, but they speak and act as individuals. They should not be thought of as delegates, or 'mouthpieces' of the parents and do not vote for all parents in general. They have equal status in the work of the *Governing Body* and have the same voting rights.

WHAT HAPPENS IF ...

My child has to leave school during a session?

If your child has to leave school during the day for any reason (e.g. urgent medical appointment) there is a signing out sheet at reception. A completed blue absence form should be given to the school office explaining why your child needs to leave school. These forms are available from Reception.

My child is late getting to school?

We would urge you to help your child to be punctual. All pupils who are late, for whatever reason, must report to Reception on arrival. A record is kept of children who are late.

When your child arrives late at school, he/she misses the teacher's instructions and the introduction to the lesson. Frequent lateness can seriously disadvantage your child and can add up to a considerable amount of lost learning as the following table demonstrates:

Minutes late per day	What does this add up to over a year?
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

My child is ill at school?

If your child is ill or has an accident during the school day they will be sent to the medical room where a first aider will take care of them. If it is considered necessary, you will be contacted and asked to collect your child from school. Please make sure the school has an up-to-date contact number for emergencies.

My child is absent from school?

If your child is ill, on the first day of absence please ring 01245 352098 before 9.30 am and leave a message. We are required to make contact with you if a child does not arrive at school and we have been given no reason for absence. In addition to this we will still need to receive a letter stating the reason for absence on your child's return to school.

Absence is caused by holidays?

Under amendments to the 2006 Education Regulations, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Each case will be examined individually but *even where there are exceptional circumstances* it is unlikely that any leave of absence will be authorised if

- a) a child's absence has fallen below 90% in the preceding 12 weeks
- b) it is during the first two weeks of September
- c) it is during the school's published assessment periods

If one of the above applies and leave is not granted but is taken anyway, it is likely that the school will initiate procedures for issuing a penalty notice (pay £60 within 21 days or £120 if paid in more than 21 days but less than 28 days).

If parents wish to request an absence from school due to exceptional circumstances then they are asked to make an appointment to explain the reason for the request. Written evidence to support the exceptional circumstances may be required. The school will make clear in writing to the parent/carer whether the absence will be recorded as authorised or unauthorised. All requests for leave must be made at least four weeks in advance where possible.

My child needs medicine/tablets?

Unfortunately we are not able to administer medicines or tablets in school. Most children can take medication outside the school day or parents may give medication to children at lunchtime. In exceptional circumstances these procedures may be reassessed according to individual needs. Please check with the Headteacher should your child need medication.

I need to get a message to my child during the school day e.g. X rather than Y is picking you up?

We understand that there may be occasions when arrangements suddenly change and in extreme circumstances we are happy to take messages to your child in the classroom. However, we would like these occasions to be kept to a minimum as the school is large and we only have two busy members of Office Staff!!

My child is unhappy and may not want to come to school?

Sadly for some children there may be times when school seems a very daunting and unhappy place. We care about all of our children and want them to be happy at school so please let us know. There are various members of staff available to help. Our Learning Mentor, Mrs Orchard, and the classteachers are available via the Reception in the first instance or by a telephone call. Continuing problems may then be referred to the Head of Year, Deputy Headteacher or Headteacher.

I have a question about the children's work or their progress?

In situations like these it is always best to ask to see the class teacher or Head of Year who can be contacted via Reception. In most cases questions or concerns can be resolved. If not the matter may be referred to the Deputy Headteacher or Headteacher.

My child has lost a jumper etc?

The school has a lost property area sited in the Year 6 corridor. The items placed here are checked regularly and any named items are returned to their owners. At the end of each half term lost property displays are held outside the school any items remaining after this unfortunately have to be disposed of.

All information contained within this Prospectus and Parent Guide, was correct at the time of printing, May 2014.

Whilst every endeavour will be made to keep this document up to date, changes may have occurred since its publication.

If you would like this prospectus provided in a different format, please contact the School Office.