



**SCHOOL PROSPECTUS
and
Information for Parents
2016 - 2017**

Hazelmere Junior School

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Headteacher

Mrs Jenny Hunt BA(Hons), NPQH

Chair of Governors

Mr Vince Dardis

<i>THE SCHOOL DAY</i>	
<i>Morning Session :</i>	<i>8:50 a.m. - 12:10 p.m.</i>
<i>Lunch :</i>	<i>12:10 p.m. - 1:00 p.m.</i>
<i>Afternoon Session :</i>	<i>1:00 p.m. - 3:00 p.m.</i>

Children are allowed to come into school from 8:40 a.m. in the morning. Teachers are on duty between 3:00 p.m. and 3:10 p.m. in the afternoon to supervise the departure of children.

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About our School

The school is maintained by Essex County Council and admits boys and girls between the ages of 7 and 11 years. It opened in 1964 and is situated about 3 miles from Colchester town centre on the Greenstead Estate. The two-storey building has 8 classrooms, a hall which is used for dining, P.E. and assemblies, an ICT suite, a library and a quadrangle. There is wheelchair access to the ground floor and a toilet adapted for disabled use. We have a large playground on the Hawthorn Avenue side of the building and a sports field next to the car park.

Through prudent financial forward planning we have a rolling programme of investing money in new equipment and resources for our school.

In May 2016 there were 207 children on roll and we are able to admit up to 60 children in each year group. Families living outside the catchment area must apply to the local education authority for a place at the school as must those families wishing to transfer school mid-year. Application details can be obtained from the school office.

School Organisation

There are 8 classes, two in each of the year groups. As a staff we are committed to achieving what we have set out in our Mission Statement (see page 5). The values and standards of the school community are made clear to the children by example and discussion so that they understand what is expected from them and what they can expect from us. We hope to develop and strengthen the partnership between home and school, which we believe is important to help each child to develop as fully as possible. The class teacher, who knows each child well, is responsible for the care of the children in his/her class, although all of us are ready to listen and to help when the need arises.

Admissions Policy

The only restriction we place on entry is that of number; if the number of children applying for entry exceeds the places available we adopt the procedure set out below.

- 1) Children cared for by a local authority (Essex LA Policy)
- 2) The child will need to be living in the catchment area
- 3) The child may have siblings at the school
- 4) The child attends our main feeder Infant school
- 5) The distance the child lives away from the school
- 6) Special circumstances may exist

Prospective parents are welcome to request a copy of our Admissions Policy for more detailed information and the Appeals procedures.

Visits to the School

Year two children who will be transferring through to the Juniors have the opportunity in the Summer Term to visit on different occasions to experience: lunch, break, assemblies and meeting the Junior children.

Travelling to and from School

Most children walk to school and we expect that they will use the "Lollipop Lady" on either Hawthorn Avenue or Bromley Road to help them to cross safely. We regularly remind children about safety and 'Stranger Danger'. Please talk with your child about keeping safe on journeys to and from school.

Children who wish to travel to school by bicycle, may do so if they have a Bikeability Certificate or are accompanied on the journey by an adult. When in the school grounds, children must dismount and push their bikes to the bike shed which is locked during school hours for security.

If you bring your child to school by car, please do not park too close to the school gates and do not park in the school grounds at any time.

On the advice of the police the car park gate is locked from 8:40 - 9:10 a.m. and again between 2:45 - 3:15 p.m. for safety reasons.

Once children have entered the school grounds in the morning, they may not leave for any reason unless accompanied by a parent/carer or going home for lunch.

At the end of the school day the children will leave the building by the nearest main exit door to their classroom. When collecting your child please arrange to meet him/her on the playground or beside the school gate. Please do not try to go into the school as this will compromise school security.

The School Mission Statement is as follows:

At Hazelmere Junior School we work together as a community to provide a happy, secure and stimulating environment where children are motivated to learn, are valued as individuals and encouraged to reach their full potential.

The Governing Body

Although the Headteacher is responsible for the day to day management of the school, the Governing Body is responsible for most of the major decisions which are taken about matters such as appointing staff, spending the money delegated by the education authority to run the school etc. The full Governing Body meets once per term, with sub committees meeting at least once a term.

What to do if you have a complaint about something at School

From time to time you may have a concern about something that has happened at school. Usually your child's class teacher will be the person you need to speak to. Please ask at the office when it will be convenient for you to meet. If the teacher is not immediately available, an appointment can be made for a later date.

Sometimes you may want to discuss your problem with the Headteacher. Again, ask at the office and an appointment will be made for you as soon as possible – usually the same day or following day.

If you feel that you still have a concern that has not been dealt with, you may write to the Chair of Governors, Mr V Dardis, at the school address. Your letter will be acknowledged within three working days of receipt and we would normally expect to respond in full within ten working days.

All complaints are dealt with in line with our formal Complaints Procedure (which is taken from the Local Authority model policy) which is published on the school website: www.hazelmere-jun.essex.sch.uk. If you would like a paper copy, please ask at the School Office.

If you are unhappy with the outcome of your complaint, or the way it has been handled at school level, you can contact the Secretary of State at the following address:

The Secretary of State
Department for Education
Sanctuary Buildings
Great Smith Street
LONDON
SW1P 3BT

You should enclose a copy of any correspondence from the school or governing body so that the Department for Education (DfE) can see how we have responded.

What Ofsted had to say about Hazelmere Junior School:

The School's last full inspection was on 20th October, 2015. The inspection report states that:

"There are lots of distinctive things about Hazelmere Junior that make it a lovely school. The pupils spoke to me with great enthusiasm about their music, drama, art and other enrichment activities, and experiencing the thrills and spills of outdoor activities, including sailing

'Having a go' is central to your philosophy: your staff really encourage pupils to do their best and try new things, so they develop self-confidence in their own ability

Pupils say there is no bullying of any kind at the school because of the good system to manage bad behaviour."

A full copy of the Inspection Report is available on our school website.

Subjects of the Curriculum

The subjects of the National Curriculum are taught to all children. These are: English, Mathematics, Science (the Core Subjects) and Art, Geography, History, Computing, Music, Physical Education (PE) and Technology. Religious Education and Personal, Social and Health Education (PSHE) are also taught. You may ask for your child to be withdrawn from Religious Education lessons and the daily act of Collective Worship if, for reasons of conscience, you do not wish your child to take part in these. Please tell the Headteacher when your child starts school here.

We think that the basic skills of reading, writing, spelling, handwriting and numeracy are very important. The way in which we organise class timetables emphasises this. Experience has taught us that the morning is the time when children are usually able to concentrate and learn most effectively, so that is when much of the teaching and learning in Maths and English takes place.

English

Every class has a daily English lesson, lasting about an hour. Children in the class are grouped by ability for reading and writing. The Class Teacher and Teaching Assistant plan to work with each group to support their learning throughout the week.

Mathematics

Every class has a daily Maths lesson lasting about an hour. Children will be taught as a whole class for part of the time, and will also work individually and in groups. At the end of the lesson the whole class will come together to discuss what has been learned during the lesson.

Science

Every class is taught Science each week. Units of work are given to each year group according to the age of the children concerned.

In each year group, the learning which has taken place in the previous year is built upon and developed.

We know that it is important for children to learn to plan and carry out scientific investigations for themselves and to consider their results to see what can be learned from them. As much of the learning in Science as possible takes place through practical activities.

Computing

The School has an ICT suite, which was fully refurbished with new equipment in 2015, and interactive clevertouch screens in every classroom. We also have digital cameras and video cameras which the children use across the curriculum. iPads were introduced in the summer term 2015 and are used throughout the school.

The School has a virtual learning platform which enables the children to learn from home.

A regularly updated school website has information regarding forthcoming events and general information about our school. An ICT Club, called 'Digital Leaders', make a valuable contribution and work closely with the Computing subject leader in running this website.

Religious Education

This is planned using the Local Education Authority Agreed Syllabus. All classes are taught about the Christian faith and are introduced to aspects of other faiths as they move through the school, principally Judaism, Hinduism and Islam.

The aim is to teach children **about** different religions and to teach them to respect the beliefs of others, rather than to encourage them to follow any particular religion.

Personal, Social and Health Education (PSHE) and Social Moral Spiritual and Cultural (SMSC)

All children are taught about the importance of friendship, following rules and learning to work together. They are made aware of dangers such as drug abuse and the importance of a healthy lifestyle.

History

In each Year group, children learn about different times in the past. For example, we study the Ancient Greeks, Romans, Anglo Saxons, Vikings, Ancient Maya as well as Ancient Egyptians and the Stone Age to Iron Age.

Where possible, visits to places associated with the period of History being studied are arranged. An example of this would be year 4 visiting Colchester Castle for the day. We also we have guests coming in to school for themed days.

Geography

In Geography, as children progress through the school, they study the geography of their own local area, a contrasting area in the United Kingdom, a Third World country and about features such as rivers, mountains, rocks etc.

Where possible, visits to sites of interest are included. For example, year 3 spend time mapping their local environment.

Physical Education (PE)

PE is made up of gymnastics, games, fitness training, dance and swimming. The skills for games such as netball, football, rugby, rounders and cricket will be taught as appropriate. Some lessons will take place indoors and some outdoors, therefore it is important for every child to have the right clothing at school (*please see the school uniform list*).

Music

The school is fortunate to have two Music specialists on the staff. Each class teacher teaches Music to their own class, using Charanga. Children are taught how to compose their own pieces of music and how to write them down using different methods. They listen to many different kinds of music to help them to appreciate music from different times and cultures. The school has recently acquired a class set of African drums and ukuleles.

Each week, a whole school hymn practice enables children to learn to sing together using different styles of music. Music is played before and after each day's assembly and this is chosen to broaden the children's musical experience.

Instrumental Lessons

We are able to offer tuition in several different musical instruments. However, the lessons must be paid for by parents. Further details are available from the school office. Instruments being learned this year include: guitar, keyboard and drums.

Art

Children will, at different times, be taught techniques for drawing, sketching, and painting using different types of paints and model making. The work and styles of different artists will be shown and discussed.

Technology

This area of the curriculum teaches children to plan, design, make and evaluate objects and models. At different stages, they will be encouraged to incorporate techniques such as using electricity and simple circuits to make models move, to understand how cogs and cams work and especially, to use tools such as saws etc. carefully. The work in technology is often linked to another subject, for example Science or History.

French

The Modern Foreign Language taught is French. A strong emphasis is placed on speaking and listening skills, before reading and writing takes place. We teach this subject through one focused teaching session per week, as well as linking French to as many other curriculum areas as possible.

General Information about the Curriculum

The School Timetable

The teachers in each year group plan together how to teach the units of work which we have allocated to each term of the school year. Although the two classes will not have exactly the same timetable each day, the lessons taught during a week will be the same.

Teaching Methods

Within each class, the teacher is responsible for choosing tasks for the children and selecting different tasks to suit children of different abilities. We use a range of methods according to ages and abilities of the children, for example, whole class teaching, group work, individual work, working from textbooks, firsthand experience gained from visits, practical and investigative activities.

Assessing Progress

Your child's progress is assessed in a variety of different ways. Each lesson taught has learning objectives and at the end of the lesson, the class teacher will be thinking about which children have achieved, not achieved or exceeded their learning objectives. The teacher will use this information to plan the next steps of learning for the children. Sometimes, such as in Maths, an assessment takes place at the end of a unit of work.

All year 3 children are tested on entry in September and all children in the school are assessed on entry in September. Outcomes of the assessments are recorded on the child's own records and results and progress made are reported to parents in the school report which you will receive towards the ends of the Summer Term.

During the Summer Term of year 6, all children take the national tests (SATs) which determine whether they have reached age related expectations. These results are given to parents and you can compare these results with the results of the tests your child took at the end of year 2 (in the Infant School) and see the progress that he/she has made. Each child is also given a Teacher Assessment in each of the three subjects.

Your child will also be continually assessed throughout the year to ensure that expected progress is made.

Your Child's Progress

All parents wonder how their child is getting on at school and have the right to be informed regularly about his/her progress. Your child's annual report, sent to you at the end of the Summer Term, gives a summary of the year's work and identifies the progress your child has made together with comments on strengths and targets for future improvements.

We also hold a parents evening twice a year (in November and March), when you are invited to come to discuss your child's progress.

If at any time you have a concern about your child's work, behaviour, or any other matter that affects your child at school, please feel able to come and talk to either the class teacher or the Headteacher about it.

Collective Worship (Assembly)

The regular weekly assemblies are broadly Christian in content, but do **not** relate to any particular denomination (e.g. Church of England, Baptist, Methodist etc.) This provides an opportunity for all of us to develop the spiritual part of our lives and gives us time for quiet thought.

Moral values such as kindness, honesty, unselfishness are also highlighted during these times. Teaching comes through listening to and talking about a story or poem and from encouraging children to share their own ideas and experiences. A hymn or song is usually sung and there is always time for prayer or silent thought.

Assemblies are led by the Headteacher and Deputy Headteacher and each class regularly presents their own assembly to the whole school. On Friday we have an "Awards Assembly" which celebrates the successes of the past week.

If you have any concerns about assemblies please speak to the Headteacher about this.

Homework

Every child is set homework during the week which it is expected will be completed as requested. The aim of the homework set is to encourage children to develop independent learning skills and to prepare them for homework at secondary school. A copy of our Homework Policy is available on request. The homework time allocation follows government guidelines.

Policy Documents

Copies of all the School Policy Documents are available for inspection on the school website: www.hazelmere-jun.essex.sch.uk. Should you require to see a paper copy, please ask at the School Office.

Equality of Opportunity

We believe that children of all races, languages, cultures and backgrounds; of both sexes and of different abilities - academic and physical - are entitled to have access to all areas of the curriculum. We therefore take this into account when planning activities and lessons and access to all areas of the building.

We also believe that it is important for children to learn to appreciate that all individuals are different from one another - we have different talents and we like and dislike different things. Also, the people around us may come from a range of cultures; they may look different or have different customs from our own. They add diversity to our community and are to be treated as politely and thoughtfully as we would like to be treated.

Other Curriculum Activities

Hazelmere Junior School endeavours to meet the best interests of each individual child in its care. Consequently, we have developed our Learning Suite where an experienced class teacher has taken on the role of Pupil Premium Champion and leads the delivery of an extensive range of intervention programmes, supported by exciting resources and materials. Teaching Assistants are trained in the delivery of specific interventions. The PP Champion ensures accurate assessment is undertaken to identify gaps in learning. Further assessment at the end of intervention monitors the progress and success of the programme.

Our aim is to meet the best interests of each individual child in our care and through the development of the Learning Suite, we believe we can offer individualised provision and improved contact with the parents, leading to total support of the child. Furthermore, as Hazelmere has a high percentage of Pupil Premium children from diverse backgrounds, we aim to develop the confidence, emotional resilience and general wellbeing through The Summit Programme. A qualified teacher is trained in the delivery of this programme to meet the needs of vulnerable children.

Healthy Week

Each year in the summer term the children are encouraged to consider their health and lifestyles by making healthy choices. The school has recently introduced "Fit Friday" where the children are rewarded for choosing healthy snacks at morning break.

This year (2016) the children will be experiencing sailing lessons for the fifth year running.

SEN / Every Child Matters

We know that children make progress at different rates and we understand that a child might need help and support either to overcome a difficulty or to extend his/her learning to a greater degree than others in the same age group.

Our Special Educational Needs Co-ordinator (SENCO) is Mrs D'Anna and she is responsible for organising and providing learning support. Sometimes a child may need to have classroom tasks set at a different level to suit his/her ability or it may be that he/she would benefit from being given extra teaching by the SENCO.

Mrs D'Anna communicates with parents on a regular basis and paperwork connected to individual education plans for children with special needs is also reviewed termly.

Parents are always informed if their child has a special educational need and are invited to come to regular discussions how best to support their child to ensure progress is made.

During the Summer term, Mrs D'Anna meets the Year 2 teachers and the SENCO at Hazelmere Infant School so that children who have special educational needs can continue to be helped when they transfer to the Juniors.

We have a written policy and Parent SEND Booklet for Special Educational Needs, which is reviewed annually by the Governing Body. Please ask if you would like to see it.

Rewards and Sanctions

Rewarding Children's Work and Effort

We believe that it is important for children to know that we appreciate their effort and we want to recognise their achievements.

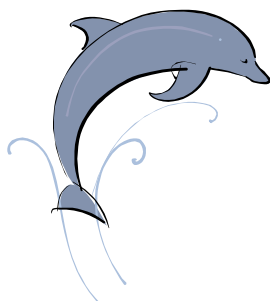
Hazelmere 'jewels' are collected on the receipt of 4 gold stars. These jewels progress in preciousness the more they are collected and result in the children being able to choose an activity on the basis of how many jewels are collected by the end of the year. They are also recognised in the weekly Awards Assembly.

Children also receive certificates for progress in reading on a regular basis.

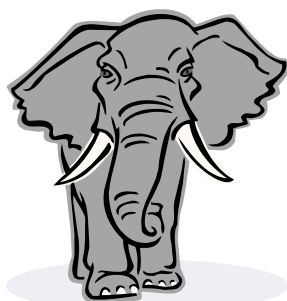
Children achieving 100% punctuality and 100% attendance are entered into a draw every half-term to win a prize.

School "House" System

We have a house system. There are four houses at Hazelmere Junior School:



Dolphins
House Colour
BLUE



Elephants
House Colour
GREEN



Tigers
House Colour
YELLOW



Whales
House Colour
RED

The children will stay in these houses for the duration of their time at Hazelmere Juniors. Children are allocated a house when they arrive in Year 3. Children with older brothers or sisters will automatically be allocated the family house.

The houses also compete against each other in sporting activities and in particular on Sports Day each year.

Behaviour and Discipline

We believe that most parents want their children to be well behaved, polite and considerate. We expect a high standard of behaviour from all children - most of them respond very well. We have simple rules for behaviour which are based on the need for adults and children to respect one another and the need for all of us to be safe at all times.

Any child who fails to respond must expect to be corrected - even punished. Corporal punishment is not used in the school.

In exceptional circumstances, the Headteacher may exclude a child from school for a period of time, or may propose a permanent exclusion. In such a situation the parents have the right to present their case to the Governing Body and may be accompanied by a friend.

What happens if a child misbehaves?

Very few children behave perfectly all the time! Often, it is enough to "tell the child off"; drawing their attention to what it is that they have done wrong. All children have the right to have any wrongdoing explained to them.

The School has a policy, which uses a Quiet Room, catering for children who misbehave during the day. The Quiet Room is manned by a senior member of staff.

Parents are not normally informed if a child enters the room on the occasional basis. Persistent misbehaviour however, will be reported to parents.

Sometimes the most suitable punishment is for a child to put right the result of their wrong actions, for example mending a book that has been torn etc. At other times, a play time might have to be missed to complete a piece of work.

General Information

Lunchtime

The children are supervised at lunchtime by Mrs N Mackay and her team of Midday Assistants. We expect these members of staff to be treated with the same courtesy as all other members of staff. A member of the Senior Management Team is also on duty at lunchtime.

Hazelmere Infants School manage the catering for both schools. School Meals cost £1.90 per meal and we would prefer children to pay, on a Monday, for all dinners to be eaten during that week. Children may bring a packed lunch - please make sure that your child's lunch box is named. We encourage children to drink only water (plastic containers - no glass). Fizzy drinks are not allowed for health reasons.

Alternatively, children may go home for lunch. *Please would you write a note or telephone if this is the case. It should be noted that children going home for lunch MUST be collected by an adult.*

Snacks and Drinks

Healthy snacks and fruit are on sale at morning break. All children who have a school dinner receive a drink with it and water is available on all tables, including those for children having a packed lunch. We encourage children **not to bring** crisps for their snack.

Presentation

Extreme Hair Styles

The school does not permit children to have haircuts or unnaturally dyed hair that could serve as a distraction to other children.

Nail Varnish/Make-Up/Tattoos/Transfers etc

The wearing of nail varnish, make-up, tattoos/transfers or any kind of body art should be restricted to weekends, holidays or non-uniform days and should be removed on a school day.

Money, Jewellery and Valuables

Only the money needed for the day should be brought to school. Special cash envelopes may be purchased from the school office.

We do not allow children to wear jewellery in school apart from small, stud earrings. Any items brought for a particular lesson should be given to the class teacher to keep them more safely. The school can accept no responsibility for the loss of or damage to any items belonging to children.

In accordance with Essex LA policy, **all jewellery MUST be removed for PE and swimming lessons.** School staff are not allowed to help a child to remove or replace an earring. This applies to any other body piercing.

Mobile Phones

We DO NOT allow mobile phones in school unless specific permission has been granted due to unusual circumstances. Phones found in school will be taken off the child and returned to them at the end of the day.

Health and Safety

The health and safety of all those who work in or visit our school, both adults and children, is important. We have adopted the Essex County Council Health and Safety Policy for Primary Schools and regularly seek advice about making our buildings and grounds safer.

The Governing Body has agreed that the buildings and grounds should be a completely non-smoking area and we would appreciate your co-operation in maintaining this.

Extra-Curricular Activities

We are fortunate to have a talented staff, committed to providing a wide range of activities in addition to the taught curriculum. These take place during the lunch break or after school. During the last year activities have included: a Christmas show, Time Travellers, football, rounders, athletics, ICT and Book Clubs.

The times and days for clubs are announced in assembly, so please remind your child to listen carefully for more details. Children on a white card are not entitled to participate in an extra curricular club in accordance with the school behaviour policy.

School Council

Every year, one child from each class is nominated to become a member of the school council. The council meets to discuss issues in the school and fund raising ideas.

Charging Policy

From time to time class teachers plan visits for their classes during the school day, which are linked to units of work being studied. Costs are kept as low as possible and the expense of the visit is always considered before bookings are made.

We do ask parents to make a voluntary contribution to the cost of these visits. If insufficient donations were received, a visit might have to be cancelled, but no child would be left out because parents were unable to pay.

We also ask for a small donation for swimming lessons to contribute towards the cost of pool hire.

If making a donation in these circumstances causes you difficulty, please speak to the Headteacher about it.

School Attendance

Most parents understand that it is important for their child to attend school regularly and you are encouraged to make yourself familiar with the content of the Attendance Policy.

It is the legal responsibility of every parent to ensure that their child attends school and any absences have to be authorised by the school. The main categories of absence which may be authorised are: illness, medical or dental treatment, with proof of appointment. There is no statutory right to leave during term time and a holiday taken in school time may only be authorised subject to certain criteria and with prior approval being sought and granted. Please see Appendix II of the Attendance Policy in this connection.

Registers are marked at 8:50 a.m. and 1:00 p.m. Any child arriving between 8:50 a.m. and 9:00 a.m. will be marked late and arrival after 9:30 a.m. will be classed as absence for the whole session.

Please let us know on the first day of absence the reason why your child is away, so that it can be authorised. Unauthorised absences are marked on the register and on the child's school records. Levels of absence are also recorded on your child's annual school report.

The Government requires Local Authorities to issue Codes of Conduct, thus ensuring that powers are applied consistently and fairly across the local authority area. The Essex Code of Conduct for penalty notices in relation to school absence states that penalty notices WILL be issued for unauthorised holidays. The guidance from Essex County Council and the Department for Children, Schools and Families (DCSF), which follows the Education (Pupil Registration) Regulations 2006, is quite clear and we do abide by it. All letters sent to parents refusing absence requests are copied to the Education Welfare Officer who may issue a penalty notice to each parent of £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA who will produce an auditor's statement showing that income received has not exceeded enforcement as defined.

If the penalty is not paid in full by the end of the 28 day period, Essex Education Welfare Service will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1).

There is not statutory right of appeal against the issuing of a penalty notice.

Registers are checked every 4 to 6 weeks by the Education Welfare Officer who will contact the parents of children who are frequently late or absent to find out the cause of this.

If you do not tell us of the reason for your child's absence from school we will endeavour to contact you to find out the reason for absence. If we are unable to contact you, the absence will be classed as unauthorised.

If a child who goes home for lunch does not return in the afternoon, the parents will be telephoned to find out why the child is not at school. It would help if you could let us know straight away if your child is unable to attend school in the afternoon.

Medicines in School

Employees working under the Schoolteachers' Terms and Conditions of Employment have no contractual obligation to administer medicines to children. The school policy, which is mindful of the Code of Practice issued by Essex County Council's Health & Safety Team, supports this.

School Term Dates - 2016/2017

September 2016							October 2016							November 2016							December 2016						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				
January 2017							February 2017							March 2017							April 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										
May 2017							June 2017							July 2017							August 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

□ = Schooldays / Weekends ■ = School holidays ■ = Bank holidays ▨ = Non Pupil Days

Autumn Term: Thursday 1st September – Wednesday 21st December 2016 75 days
Half-Term 24th – 28th October 2016

Spring Term: Thursday 5th January – Friday 31st March 2017 57 days
Half-Term 13th – 17th February 2017

Summer Term: Tuesday 18th April – Friday 21st July 2017 63 days
Half-Term 29th May – 2nd June, and May Bank Holiday 1st May 2017 195 days

Non Pupil Days (5): 1st, 2nd & 5th September and 31st October 2016; 4th May 2017

Autumn Term 2017 will commence no earlier than Monday 4th September 2017.
A formal decision on the actual date will be taken during 2017.

School Uniform

- Grey or black trousers
or tailored shorts (in the summer months)
- Grey or black skirt
or grey or black pinafore dress
or red gingham dress (in the summer months)
- White shirt, blouse or polo shirt with or without the school logo
- Red sweatshirt embroidered with the school logo
or red knitted jumper or cardigan embroidered with the school logo
or red fleece embroidered with the school logo
- **Sensible, flat black shoes** - this is especially important, since children need to go up and down stairs and play outside

For PE

- Plain black shorts and a plain white T-shirt
- A track suit may be worn for outdoor games in winter
- Trainers

Please note:

- Shoes **must** be changed for PE lessons
- Long hair **must** be tied back

For Swimming

- Swimming costume and towel
- Swimming cap

Please would you mark your child's name on ALL his/her clothing.

All jewellery, including watches and earrings, must be removed for PE and swimming lessons to comply with the County Health and Safety Policy.

We do have a '**lost property**' box. Please ask at the office.

Uniform Supplier

Our School uniform is supplied by Tesco Uniform Embroidery Service and may be ordered online at www.tesco.com/ues.

Staff List

Headteacher	Mrs J Hunt (Child Protection Lead)
Deputy Headteacher	Mrs P Pemberton (Class Teacher and Deputy Child Protection Lead)
Teachers	
Miss S Bines	Class Teacher
Mrs E Bloor	Teacher (part-time)
Mrs J Bond	Pupil Premium Lead
Miss L Bye	Class Teacher
Mrs V Constantine-Clark	Class Teacher
Mrs S D'Anna	Special Educational Needs (part-time)
Mr T Deare	Class Teacher
Miss S Hadi	Class Teacher
Mrs M Lyon	Teacher (part-time)
Mrs W Pickess	Teacher (part-time)
Mrs S Roxby-Clarke	Class Teacher (part-time)
Mrs K Strain	Class Teacher (part-time)
Miss J Taylor	Class Teacher
HLTA's	
	Mrs H McLaren
	Mrs M Gill
Teaching Assistants	
	Mrs K Adcock
	Mrs C Anderson
	Mrs K Howe
	Mrs N Mackay
	Mrs S Sharman
	Mrs K Williams
Office Manager	Miss J Ambrose
Office Assistants	
	Mrs M Mansfield
	Mrs F Whelan
Senior Midday Supervisor	Mrs N Mackay
Midday Assistants	
	Mrs K Adcock
	Mrs S Sharman
	Mrs K Williams
Caretaker	Mr D Graham
Cleaner	Mrs J Howman

Rates of Absence

We are required to provide the following statutory information regarding the rates of Authorised and Unauthorised Absence.

Please refer to the School Attendance Policy and in particular, the following:

IT IS VERY IMPORTANT THAT YOU LET US KNOW WHY YOUR CHILD HAS BEEN ABSENT SO THAT WE CAN WRITE DOWN THE REASON AND AUTHORISE IT.

	Sept. 14 - May 15	Sept. 15 - May 16
<u>Pupil Information</u>		
Number of children on roll for at least one session *	214	228
Number of pupil sessions	66558	60716
<u>Authorised absences</u>		
Number of authorised absences	2263	1920
Percentages of authorised absences (sessions)	3.4%	3.2%
Number of children with at least one authorised absence	181	182
<u>Unauthorised absences</u>		
Number of unauthorised absences	699	474
Percentage of unauthorised absences (sessions)	1.1%	0.8%
Number of children with at least one unauthorised absence	69	60
* a session is half a school day		

Validated Key Stage 2 Test Data

2015 End of Key Stage Results

Reading

Level 4+ 94%

Level 5 39%

Writing

Level 4+ 85%

Level 5 28%

Maths

Level 4+ 87%

Level 5 39%

Combined Level 4+ Maths and English

80%

English 2 Levels Progress

93%

Maths 2 Levels Progress

89%

Hints & Guidance for Parents/Carers

Hints to help you and your child

- Do** help your child to arrive on time and so make a good start to the day.
- Do** write us a note or telephone to explain the reason for any absence from school. (If we don't know the reason, we cannot authorise it.)
- Do** encourage your child to get PE kit, reading books etc. ready the night before, so that there is less of a rush for you both in the morning.
- Do** mark all your child's belongings with his or her name.
- Do** ask us if you think your child might be entitled to have free school meals.
- Do** come and talk to us if your child is unhappy about anything at school.

- Don't** worry - come and talk to us. We will always try to help!