

Junior School life...the important bits 2023/

What time will my child need to arrive at school?



School starts at 8.40am and registration is at 8.45am. After this time, external classrooms doors will be closed and children should enter via the office. Children can be dropped at school from 8.35am and are asked to wait on the playground until a member of staff comes out to welcome them in.

Children finish at 3.05pm and are dismissed onto the front playground at the end of day. There is always a member of staff on duty and any child who is left uncollected is taken indoors to wait at the office until parents can be contacted. We do not need to know who collects your child each day but should there be a last-minute change in the collection arrangements that your child won't know about, please just ring and let us know and we will make sure that they are told.

On Monday 1st September Year 3s will have slightly earlier start/finish times (8.35am and 3.00pm) just to help them get used to the routines while the playground is not as busy.

Will I be able to take my child to their classroom?

Parents will be asked to 'kiss and drop' their child off on the playground and then make their way home/to the Infants. Staff will be on the playground to welcome the children and to make sure they know where to go. This has worked really well over the last two years and helps to foster independence.

Will there be an opportunity for me to spend some time in school next term?

We will be holding our 'Bring a Board game' sessions with parents in the Autumn term - dates and details to follow

When can I come in and help?



We really welcome parents to support individual reading, help with cooking, join us on trips or help in class. Kindly note that all helpers will require DBS clearance and completion of a volunteer pack (if you have this clearance from Heatherside Infants, this can be continued at the Juniors.)

We will be holding a Welcome Coffee Morning at **9am on Tuesday 19th September** for all those parents/grandparents who are keen to get involved in school, during which time we will talk through our approach to e.g. reading, trips, cooking and our procedures for keeping children safe so that our helpers feel fully prepared!

Will my child get homework?

Yes! Initially we will be focusing on Reading and Times Tables before introducing other regular homework tasks. All work will be accessed from (and can be uploaded to) our online learning platform, DB Primary. This is a secure site which children login (initially) via the Homepage of our website. Children will be 'trained' in school how to use this and we hope they will enjoy developing their independence. We believe that homework is an important element of children's learning and we ask that parents support the school in its aims. In addition to the tasks on DB Primary we aim to share information and links on our website which might help support your child's learning at home. Any parent who may have difficulty with accessing a computer/laptop/tablet for their child's homework is encouraged to contact us in confidence.

Can my child/ren go to SCL Breakfast/After School Provision?

Booking is made directly with SCL and the clubs take place at Heatherside Infants. Breakfast Club is from 7.45am and children from the Juniors are collected by a member of our staff at 8.40am. After school provision runs until 6pm and children are collected from the Juniors by a member of SCL at the end of the school day. See their [website](#) for details.

What clubs will there be?



We aim to offer as many clubs as possible and information is posted on [our website](#) on a specific date which we publish in advance. Bookings are made directly with the Club provider unless it is a school run club. Outside providers include clubs for football, athletics, sewing etc whilst others are offered by school staff, for example choir and tag rugby. Some clubs run at lunchtimes (Chess, Footsteps) and Recorders is before school. Sometimes these clubs are oversubscribed and, in the case of school run clubs, subject to cancellation if the member of staff is unavailable or if the weather is too wet. Please let the office know, prior to the club, if your child will not be attending a session.

What equipment does my child need?



We provide all the pens and pencils your child needs, so they don't need any equipment (including a pencil case). A Heatherside drawstring bag will also be provided. Rucksacks etc must not be brought into school as they are too large for the 'cubby holes' unless your child has an after-school club, for which they need a change of clothes. Special or personal items such as trading cards are also not permitted in school.

What reward systems are there?



We believe in recognising good behaviour, effort, attainment and attitude. All children are allocated a House and can earn points for their team. Classes work together to earn ticks on their 100 square which, when completed, earns them a class treat. In Friday assembly we award our Star of the Week certificates which children can bring home to share! Our leaflet explains all the different ways we say 'Well Done'!

How will I know what my child is learning?

We send home and publish half termly Curriculum Newsletters. As soon as possible in the Autumn, we will be offering a Year 3 Curriculum Meeting for parents where we will share some of our approaches to learning, as well as giving you information about how we track your child's progress through the school.



What options are there for school meals?

Children may have either a packed lunch or a hot dinner, both of which are eaten in the school hall (unless it is warm enough for an outdoor/picnic lunch that is!)

What are the arrangements for hot dinners?

All meals are cooked on the premises by HCS3 and will cost **£3.00** per day. Children are able to select which main meal they would like from the published menus, which can be found on our website. Arrangements can be made for special dietary requirements directly with HCS3 and a separate letter is enclosed in your pack. The school is not able to pass on any medical information and parents are therefore urged to complete the required paperwork for the meal provider. **The school operates a 'cashless' system of payment for all dinner money and this is explained in the Tucasi letter.** Pupils whose parents are (or have been) in receipt of Income Support are entitled to free school meals, application for which should be made to the school or the Area Education Office. Mrs. Duffett can also help with this or you can see if you are eligible by logging on [here](#)

What are the guidelines for packed lunches?



All lunches must be packed in an unbreakable container, clearly marked with the child's name and class. As part of our commitment to being a Healthy School we encourage all children to have **two pieces of fruit or vegetables** in their lunchbox, with a balance of other items which provide the necessary carbohydrates and proteins. We would ask that items high in saturated fats, salt or sugar, such as crisps, chocolate and processed foods, are kept to an absolute minimum. Drinks should be either water, fruit juice or milk; no glass bottles or fizzy drinks please. We also ask that **no nut products** are included in your child's lunch as we have a number of children with severe nut allergies in school and your understanding in this is appreciated.

Where are lunchboxes stored?

These are placed on the class trolley in the morning and will not be accessible to the children until lunchtime.

Can my child bring a snack to school for morning break?

Children are encouraged to bring a piece of fruit, pure dried fruit or raw vegetables for morning break. **Cereal bars/biscuits/fruit strings/flakes/dry cereal/nuts are not allowed at morning break.** Snacks need to be in a named separate container from your child's lunch and kept in their cubby hole or tray.

What about water bottles?

Children will need to have a **clear, sports cap water bottle**. Screw cap/Chilly bottles are not recommended as they can be easily spilled, Heatherside water bottles are sold for 70p each. Air Up bottles are not permitted in school and no squash or flavoured water is allowed. Please ensure all bottles must be clearly named.



Parents can also sign up for their child to have a carton of milk with their lunch via the Cool Milk [link](#). Payment is made directly to Cool Milk although the school is able to provide this free of charge for children in receipt of Pupil Premium and parents are asked to contact Mrs Duffett (Finance Officer) to arrange this.

How do we keep our site safe?



Most children attending Heatherside live within walking distance of school and we hope parents will encourage their children to walk to school. Please note that parents **are not allowed to drive onto or through the school site** and parking is only permitted for disabled badge holders, staff and authorised visitors. It is essential, in the interest of safety, that all parents respect our 'no cars' policy and those ignoring this important request may be spoken to directly about this. At no time should cars drive 'in the exit gates' and pedestrians should walk on the pavements.

There are no facilities for children to cycle to school but scooters may be left in the racks during the day. Our 'no cycling' policy is based on a thorough risk assessment as the routes into school are not considered to be safe enough for children to access the site. The volume of traffic on Reading Road and the lack of cycle paths means that we are not able to encourage or allow children to come to school by bicycle. Parent Helpers are not able to park unfortunately due to limited space; there are lots of us and we do not even have enough bays for staff from both schools to park. Kindly note that dogs are not allowed anywhere on our school site, including those being carried and should not be tied up at the school gates.

How does the school send information home to parents?



We send out regular Newsletters, usually on a Friday and these are also published on our [website](#). We use **Parentmail** to send out letters, including information about trip/events. We publish all our letters on our website, along with curriculum information and school news; however paper copies are available (via your child) if you do not have internet access or your printer ink has run out! All information provided by parents is processed confidentially and used in accordance with GDPR guidelines. If parents are not living together and we need to make arrangements for both adults with parental responsibility to receive information from school, please email the office in confidence to inform us of this.

How do I report my child's absence?



If your child is too unwell to be in school, we ask that parents **telephone** (not email) on the first day of absence to let us know that your child is away; we do not require a retrospective letter. We also ask that you call us on subsequent days to update us. It is school policy to call parents if we cannot account for your child's absence. We expect that all routine dental and medical appointments are made outside of school time in order to minimise the impact on your child's learning and progress. If your child does need to attend an appointment during the day, please send a note/email to the Office in advance to let us know the date and time. If your child will be absent for a whole session or more, we require a copy (or sight of) your child's appointment letter/email/card so that this absence can be authorised.

Am I able to apply for absence during term time?

We believe that it is important for the children to have high attendance in order for them to make the best progress, both academically and socially; especially after they have missed so much school over the last two years. Parents will be aware that schools are unable to authorise absence unless there are particularly exceptional circumstances (details are given in our Attendance Policy.) Current Hampshire County Council regulations state that a Fixed Penalty Notice will be issued for unauthorised absences (including holiday) of 10 sessions (5 days) or over in total and for persistent lateness. Therefore, we ask that no holiday absence is requested during term time as we are eager to avoid levying fines against parents. Children whose attendance falls below 90% are identified as 'Persistent Absentees' by the Department for Education and we will work closely with any families whose child's attendance causes concern. Attendance is reviewed termly and letters are sent to parents where there are attendance or punctuality concerns.

We do ask that parents complete an absence request form (available on our website) in advance if you do need to inform us that your child will not be in school, even if we are not able to grant the time off, as it is important that we know why your child isn't attending. Please note we expect full attendance during the first two weeks of the Autumn Term as this is an important settling in time for all children and in the weeks preceding and during SATs (in May) for Year 6 pupils. Full details are given in our Attendance Policy which is on our website or available on request.

How will the school let me know if they have any concerns about my child?

We have high expectations of all of our children but recognise that, from time to time, some children may need some additional support to achieve their best. This might be in relation to their learning or behaviour. Your child's teacher may give you a ring so that any concerns can be discussed. Occasionally, the school may need to discuss a behaviour matter with you and Mrs Dunn, Mr Blay or one of the other senior teachers may contact you about this. We believe that it is better to address any minor issues straight away, as this helps to achieve much happier outcomes for all.

What do I do if I have a concern or issue I wish to discuss?



Please let us know! We will always make time to meet with parents or talk on the phone and welcome the opportunity to work with you to discuss and resolve any concerns or questions you may have. Whilst we appreciate that parents like to share concerns and news (good and maybe not so good!) via social media such as Facebook/Heatherside Community, we strongly believe that 'Face to Face' is better and ask that parents come directly to us at school in the first instance. **Your child's class teacher is usually the best person to contact initially, either via a call to the office or an email to adminoffice@heatherside-jun.hants.sch.uk** We are very proud of the positive partnership that we have with our parents and families; we all share the same aims which are to help your child to have a happy and successful experience at school and working together is a fundamental part of this.

What uniform does my child need? Looking Smart!

We are very proud of how smart our children look and believe that wearing our uniform helps promote a sense of community and belonging. Sweatshirts, cardigans and t-shirts are sold from Reception or online at [Brendas](#)

Our HSA (Heatherside Schools' Association) also run a fantastic 'pre-loved' uniform service and they can be contacted via <mailto:your.heatherside@gmail.com>

Please ensure that all items of clothing, lunchboxes and bags are clearly named with a permanent label or marker.

Sweatshirt/ Cardigan	Purple with embroidered school badge in gold
Polo Shirt	White or White with embroidered school badge in purple.
Trousers/skirt/pinafore/shorts	Grey (Not black) Skirts/shorts should be of suitable length just above the knee and shorts must be tailored and not 'skorts' or culottes.
Shoes	Black sensible shoes <u>not</u> trainers or boots. Children may wear flat, black summer sandals with enclosed toes and backs. No sling backs or high heels.
Socks/Tights	White or grey (Not trainer socks) / Grey or black plain tights
Summer dresses	Purple gingham.
Art and Craft Overall	An old shirt is fine.
P.E. Kit	White T-shirt (no Sports' logos) Navy or black plain shorts/skorts or black <u>plain</u> leggings (not purple shorts) Trainers for outdoor use Purple Heatherside Hoodie or School sweatshirt for PE days (<u>Plain</u> black, grey or navy tracksuit bottoms may be worn in winter)

What is the school's policy on jewellery, make-up and hair styles?



In order to comply with Health and Safety guidelines, children with pierced ears must remove their earrings during P.E. lessons. Children must take out their own earrings and it may be easier if earrings are left at home on PE days. Long hair is expected to be tied back at all times for both girls and boys. Children are permitted to wear one pair of small stud earrings that fit flat on the earlobe. Hooped earrings and top ear studs are not allowed. Children are allowed to wear a watch (not a Fitbit or SmartWatch) and a medical alert bracelet, if prescribed by a doctor; no other items of jewellery may be worn. Make-up, nail varnish and shaved (including tram lines or very close cuts - nothing below a Grade 2) or dyed hair styles are also considered unsuitable for school and parents are asked to support the school in ensuring these high standards are maintained.

What if my child needs medicines in school?



We are happy to administer this in line with our policy on the Administration of Medicines. If your child needs to take medicine during the school day, parents must complete a medical consent form which is available from the office and on our [website](#). Any medication must be brought into school, and collected by, an adult. **Children must not carry** medicine about with them during the day. Parents are required to check the expiry dates of any medicine supplied to the school and to collect medicine at the end of the administration period/Term. We are able to administer pain relief such as Calpol but ask that parents supply this.

Can my child bring a mobile phone to school?

Children are not permitted to have mobile phones in school. However, if your child needs to bring their phone into school for a specific reason on a specific day, it must be handed in (to their teacher or the Office) at the start of the day and then collected at the end of the day. We would ask that parents discourage any phones being brought into school. We will always contact you if your child does not arrive at school as expected.