



**Cassiobury Junior School
Parent Handbook**

Introduction

Cassiobury Junior School is a friendly and welcoming school with strong links to the local community. We believe that clear communication and consistent high standards lead to a positive experience for pupils, staff and parents. As a result, we have put together this prospectus.

Cassiobury Promise

At Cassiobury Junior School, we have a school promise which is used at various times during the school day.

Work together, learn to share,
Let people be different, show we care,
Never give up, so all can see,
We can be the best, we can be!

General Information

Timings of the School Day

Event	Time
Gates Open	08.30
Classroom Doors Open	08.45
Registration	08.50
Gates Close	09.00 (please make sure you have exited the site by this time)
Assembly	09.00 – 09.20 (unless otherwise stated)
Year 3 and 4 Lunch	12.00 – 13.00
Year 5 and 6 Lunch	12.30 – 13.30
Gates Open	15.00
Home Time	15.20

Punctuality and Attendance

A child who is late after the register has closed is classed as an unauthorised absence, unless a suitable reason is given and this is authorised by the Headteacher. All children late (after 08.50) **MUST** report to the school office and be signed in by an accompanying adult.

A frequent pattern of 'lates' would need to be addressed with the parent by the Headteacher and, in some cases, our attached Attendance Improvement Officer from Hertfordshire County Council.

As little as 5 minutes late a day will result in your child missing the equivalent of three days of school across the year.

Absences due to illness should be reported to the school by 08.45 by calling 01923 232 411 and selecting Option 1. You must report your child's absence for each day that they miss school. Please be advised that it remains at the Headteacher's discretion to authorise absences due to illness.

Holidays in term time are unauthorised and are discouraged by the school. Absences taken without permission are automatically recorded as unauthorised. All unauthorised absences are analysed by the County Attendance Improvement Officer.

The Headteacher may authorise leave from school for pupils in exceptional circumstances, although this is highly unusual.

Lunches and Charging

The school provides a hot meal choice every day and also accommodates pupils who bring lunch from home. Hot meals must be paid for in advance via the School Gateway (see separate sheet for ordering and data collection).

The school office is now cashless. All payments will be made through the School Gateway with the exception of charitable donations for fundraising activities. There is a School Gateway app which can be downloaded. This app enables the school to text at no cost. Please be aware that the school is charged more for credit card transactions. Bank transfers are at a reduced cost.

School Office

The school office is open from 08.30 – 16.30 each day (except Friday when it closes at 16.00), although there are periods when it will be closed for meetings. Our friendly and approachable office team will process all queries in a timely manner but have to prioritise according to their workload.

Please remember that the admin team exists as a service to the school and not to reunite children with late lunch boxes, coats, swimming kit, sun cream or wellies. Please send your child to school appropriately equipped for a complete day at school.

Please inform the Class Teacher of collection arrangements as the school office cannot efficiently pass all this information on to 12 different classes with little or no notice.

The school will not accept any aggressive or pushy behaviour towards any member of staff. In accordance with County procedures, such behaviours could result in being banned from the site.

Safeguarding

Safeguarding is a culture which the school is committed to. It requires vigilance from all members of the school community.

The following systems are in place. This is not an exhaustive list:

- Gates are locked by 09.00 and are not opened again until 15.00 at the earliest.
- The perimeter of the school is marked by fencing and/or hedges.
- All adults on site must sign in via the school office by using the Inventory system. All adults are expected to wear identification badges and should be challenged if not.
- The school welcomes volunteers but requests that they meet safeguarding checks, attend a safeguarding induction and are issued with our Safeguarding for Volunteers Leaflet.
- Any concerns about children and/or staff can be reported through the school's Designated Safeguarding Persons (DSPs).
- Posters are on all doors notifying all visitors who the DSPs are.

- The school has a legal duty to report concerns to the local authority, without bias or personal opinion.
- Permission must be given for Year 4, 5 and 6 children to be released from the classroom door at the end of the day.
- All families need a nominated password for the collecting adult to use.
- Year 3 children must be collected from the classroom door.
- Children are encouraged to walk, cycle or scoot to school. Cycles and scooters should be parked in the shelter and locked.
- The school has a nominated Safeguarding Governor.
- All offsite visits are subject to rigorous planning and risk assessments.

Home/School Links

The school has a home/school agreement in place. This can be found on a separate sheet within the prospectus pack. You will find two copies so that one can be signed and returned to the school office.

Website

Another essential source of information is our school website. The website holds key and statutory information. Our school Twitter feed (@cassioburyjm) gives an insight in to school life and can be accessed via the website or directly through Twitter.

Payments and Consent

All consents and payments should be made through the School Gateway. This includes when consents do not require payment but still need to be processed. Consents for offsite visits must be received by the deadline stated. Consent given after a stated deadline may not be accepted. Please adhere to deadlines.

Homework

Homework is set each week and will focus on developing key skills in Maths or English. Times tables and spellings will be set and tested each week. A homework catch up session is available for children who have missed the deadline (this includes completing homework but not having it in school). The school office will not be making calls home to have homework sent in as this is not a good use of their time. Sufficient time will be given for the completion of homework. Please raise any issues regarding homework, with the class teacher, ahead of the deadline.

Informing You about Your Child's Progress

The school has an open door policy and staff members make themselves available to speak to parents both formally and informally. Detailed discussions may require an appointment to be made through the school office. If this is the case, please let the member of staff know what you would like to discuss so that they can be fully prepared for the meeting.

There are many opportunities throughout the year to find out how your child is progressing at school. These include:

- Parent Consultation Evening (Autumn and Spring)
- Themed Open Morning (Autumn, Spring and Summer)
- Open Evening (Summer)

- Class Assemblies (Termly)
- Written Annual Report (Summer Term)
- Sports Day
- Productions
- Musical Performances

The school runs a programme of assessments over the year and uses these to plan interventions and to make sure that all children are challenged in their learning.

Concerns and Queries

The school is eager to work with parents for the best outcomes. If you have any concerns then we ask that you follow the protocol of always raising your concern with the Class Teacher in the first instance. If you are not satisfied that your concern has been fully addressed, then please bring it to the attention of the Senior Leadership Team of the school.

The school Complaints Policy may be accessed through the school website.

Extra-curricular Activities

We aim that each class has at least one offsite visit or enrichment activity per term. This includes residential visits in Years 5 and 6.

The school hosts a before and after school club (Challenge, Sport and Education) that can be accessed through a link on the website. The before school club starts at 07.45 and the after school club runs until 18.30. Bookings can be made directly through their website.

In addition to the after school club, the school offers a range of after school activities through school staff and external providers. These change termly.

Governors

Governors play an important role in the strategic leadership of the school. We are very lucky to have a group of committed Governors who attend many, if not all, school events. They are always available for a conversation.

Further information on our Governing Body can be found on the website.

Cassiobury Schools Association (CSA)

Both the Infant and Junior Schools share a Parents Association. This is a vital part of our fundraising and hosts many enjoyable events across the school year. Please see their website to find out how you can offer your support.

Social Media

Social media is a valuable tool when used well but the school operates a zero tolerance policy towards any member of the school community posting or sharing defamatory or bullying material. We believe staff and children have a right to deal with concerns or complaints through the appropriate procedures.

Where such behaviour is discovered, legal advice will be taken. The school subscribes to the services of a County Solicitor.

Behaviour, Conduct and Appearance

Behaviour

The following sections align to our Behaviour Policy which can be found on the school website.

The school expects all children to fully abide by the school behaviour expectations. Children's achievements and sanctions will be recorded on the school database.

Achievements

The school operates a weekly Golden Time reward for all children. Children can lose minutes off this Golden Time through poor behaviour choices.

There are a variety of ways in which children can receive awards such as:

- Marvellous Me
- Stickers
- Certificates
- Headteacher Award
- Golden Pupil Award

The school actively monitors the fairness of this system.

Sanctions

The school has a clear hierarchy of sanctions related to poor behaviour choices. Please note that failure to adhere to the Uniform and Appearance Policy will result in a number of sanctions.

Uniform and Appearance

Uniform

The following forms the school's Uniform and Appearance Policy.

Summer Uniform (April – October)		Winter Uniform (October – April)
<ul style="list-style-type: none">• Black school shoes (not black trainers/sandals/boots/plimsolls/Ugg Boots etc)• Black, Grey or White socks• Thick grey tights• Grey shorts or trousers• Blue gingham/checked dress (not striped) with short sleeves• School jumper or cardigan with logo• Blue polo shirt (with school logo/badge)		<ul style="list-style-type: none">• Black school shoes (not black trainers/sandals/boots/plimsolls/Ugg Boots etc)• Black, Grey or White socks• Thick grey tights• Grey skirt (knee length)• Grey trousers• Grey shorts• Grey pinafore dress (knee length)• Waterproof coat with a hood
Headscarves may be worn throughout the school year in blue, black or grey		

The following are **NOT** permitted as part of school uniform:

- Trainers (unless being worn for PE/outdoor learning)
- Leggings of any style or colour
- Boots/Plimsolls/Sandals

- Temporary tattoos/transfers etc (this rule excludes henna tattoos applied as part of religious observance)
- Nail polish/decorations/make-up – nail polish remover will be kept in the school office.
- Piercings – Piercings with studs/rings must be taped over for the duration of the school day.
- Necklaces – discreet necklaces (worn for religious adherence) may be worn under uniform but should be removed for PE
- Watches/fitness trackers are allowed but for obvious reasons smart watches are inappropriate for school.
- Torn/damaged/defaced uniform

PE Kit

The following PE Kit is acceptable:

Black shorts

White school polo shirt with logo

Black or navy tracksuit bottoms (plain)

Black or navy tracksuit top (plain)

Trainers (for outside)

Hair

Allowed	Not Allowed
<ul style="list-style-type: none"> • Discreet decorations/clips etc in school colours • Shoulder length hair to be tied back for the duration of the school day • Grade 2 haircuts or longer 	<ul style="list-style-type: none"> • Brightly coloured and/or oversized hair decorations • Hair dye • Extreme hairstyles <ul style="list-style-type: none"> ○ Razored/shaved designs ○ Mohicans ○ Shaved eyebrows ○ Coloured braids

Misconduct relating to appearance will be dealt with in line with the school's Behaviour Policy. Please consult this document for sanctions. Parents should note that 'Extreme Hairstyles' will be determined at the Headteacher's discretion.

Snacks and Drinks

All children must arrive at school with a fresh, named water bottle each day. This must contain water.

A healthy snack can be provided for morning break. The following is not an exhaustive list but offers a sensible guide to what should/should not be provided:

	
<ul style="list-style-type: none">• Carrot sticks• Cherry tomatoes• Apples• Bananas• Fresh Fruit• Raisins (uncoated)• Cucumber	<ul style="list-style-type: none">• Processed fruit snacks• Crisps• Chocolate• Crackers• Brunch/cereal bars• Cheese• Yoghurts/yoghurt tubes• Biscuits• Anything requiring dunking• Cakes and Pastries• Nuts/nut products

Lunchboxes

Whilst we cannot dictate what you put in your child's lunchbox, as a school we are aware of the need for the children to receive a nutritious lunch. School dinners have to adhere to healthy eating guidelines. The following links may help you:

NHS Healthier Lunches

<https://www.nhs.uk/change4life-beta/healthier-lunchboxes#iV8zI0dgREuUt162.97>

NHS Choices

<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

School Milk

The school uses Cool Milk to fulfil its commitment to the European School Milk Scheme. If you would like to apply for this, please visit www.coolmilk.com

Birthday/Celebration Sweets

No sweets or food to be distributed due to the range of allergies and food rules within the school.

Equipment

General Equipment

The school provides most of the equipment that your child will need.

If you choose to send your child to school with a pencil case then please bear in mind that they should be small enough to fit in their trays as they are not permitted to have them on their desks.

Calculators are not needed in school.

Kindles/e-readers are not permitted in school.

Any item causing a distraction to your child or others will be removed and will be available for collection by the parent.

Phones/Tablets

Phones are not encouraged but, where necessary, these must be handed in to the Class Teacher before registration.

If pupil mobile phones are deemed necessary then parents **MUST** notify the School office in writing.

Phones will be locked away for the duration of the school day.

Please note that the school insurance does not cover loss or damage to mobile phones and all responsibility remains with the parent.

Curriculum

The school offers a varied and modern curriculum whilst adhering to statutory requirements. This information is shared in the termly curriculum newsletters and on the school website.

The school promotes British Values throughout the curriculum and this is evidenced around the school. A statement is available on the school website.

The pupils elect a School Council each year and this council meets regularly to address issues and feedback to the SLT on key decisions.

The school encourages innovative ways of tapping into the children's enthusiasm by finding a range of stimuli to motivate their learning. This can include:

- Offsite visits
- Visitors to school
- Onsite learning outside the classroom
- Use of ICT
- Themed days or weeks
- Fundraising
- Clubs and residential trips
- Use of current affairs
- Use of key figures e.g. Mayor, Local MP, Councillors, Business Leaders etc
- Faith leaders
- Growing and preparing their own food

Sports and Fitness

The school employs a sports coaching company to provide at least 50% of the pupils' PE lessons.

Spanish

The school employs a professional language company to provide Spanish teaching in all classes.

Music

A range of music tuition is available in the school with dedicated space to practise. Please see separate form to enquire about bookings and payment.

Infant and Junior School Links

The schools are keen to strengthen links between the Infants and the Juniors.

The Heads and Deputies of both schools work together to plan transition arrangements whilst subject and Year Group Leaders liaise on a range of projects. Where possible, joint approaches will be adopted.

Please be aware that not all information will get shared so please update and inform us of key information.