



**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 Lower Playground / Teachers on the Playground	08.30
Classroom Doors Open	08.45 Handwashing on arrival
Registration	08.50
Gates Close	09.00 (please make sure you have exited the School site by this time)
Assembly	10.00 – 10.15
Break	10.15 – 10.35
Lunch	12.00 – 13.00
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 before 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.

Please do not email absences to the School Office.

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.

Online payment and consent system – School Gateway

The School's method of payment for dinner money, clubs, trips and music lessons is via our online payment system called the School Gateway. We also use the system to gain your consent for trips online, saving you the need to fill out permission slips. We only accept cash for fundraising activities.

Many other schools, including Cassiobury Infants and Nursery, use the School Gateway system and if you already have a School Gateway account you can continue to use the same account when your child starts with us in September.

You can access the School Gateway at any time to track how much you have paid, what is outstanding and make payments directly to us through an instant bank transfer (which uses the Direct Debit system to collect the payment from your bank account) or by using your debit or credit card. There is the option to pay online via the payment website or a smartphone app, which can be downloaded for free and is suitable for Android and IOS smartphones. You can access the School Gateway through the School Website by clicking on the section "Payments, School Gateway and Wrap Around Care".

In order to make the most effective use of the system we encourage parents/carers to use the instant bank transfer option when making payments as the School incurs the lowest transaction charge through this payment method. Also we encourage you to use the smartphone app if you can as this enables the School to text you, should we need to get an urgent message to you, for free.

If you already have a School Gateway account you do not need to do anything at this point. If you do not have a School Gateway account you will need to register for one as soon as possible. To do this you must register for an account on the School Gateway website which can be accessed either via the School's Website or by going to <https://login.schoolgateway.com>.

Please note that your bank/debit/credit card details are held securely and not visible or made available to the School.

Regular donations for our Lady Capel Fund are gratefully received, these can also be made through the School Gateway to contribute towards making Cassiobury Junior a great school.

If you have any questions about this please contact the School Office.

Lunches and Charging

The school provides a hot meal choice every day and also accommodates pupils who bring lunch from home. School meals must be paid for in advance via the School Gateway.

Please book your child's school meals via the School Gateway. Meals need to be booked at least two days in advance. Selecting a meal is flexible; you are able to choose any day when you would like your child to have a meal. All meal options are available to view on the Gateway. School meals run in a three week rotation.

If your child does not wish to have school meals, please provide a healthy packed lunch with no fizzy drinks or sweets/chocolates.

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.

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 in the morning before registration 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 rude behaviour towards any member of staff. In accordance with County procedures, such behaviours could result in a person 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 statutory 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 5 and 6 children to be released unaccompanied from the classroom door at the end of the day. Please consent on the School Gateway in the "Payments" section. You must complete the transaction although no monies will be taken.
- All families need a nominated password for the collecting adult to use. Please advise your class teacher of the password.
- Year 3 and 4 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.

Pupil's Acceptable use Agreement/e-Safety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.

- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Issue of Medicine to Children in School

Under the current Hertfordshire Country Council Health and Safety Policy and guidance, schools are under no obligation to agree to accept responsibility for the administering of medication to pupils. Parents are advised that if their child is required to take regular prescription medication they should arrange for this to be done at home wherever possible and not at school.

If, unavoidably, the child cannot return home at midday or if medication needs to be administered at set times during the school day, arrangements may be made as follows:

Parents are asked to obtain a form from the School Office, it giving all the relevant details in full, thereby giving consent to the school to administering prescription medication to their children. When medicine is administered it will be done in the presence of two adults and the medicine form signed. It is the responsibility of the child to come to the School Office for the medicine. Members of staff are not to seek out children who have forgotten to come for their medicine. Parents and Carers will be informed and asked to collect and dispose of any unused or date expired medicines.

Under no circumstances will medication be given to children without parental consent.

A copy of the consent form will be retained in school. Unless the medication is a long term prescription medicine, it is assumed that in most cases, the need for medication will be for a period of a few days only.

The school is no longer allowed to administer non-prescription medication, cough sweets, hay fever eye drops or medication, pain relief (paracetamol) etc.

Where the child is self-administering regular or intermittent doses of asthma preparations, parents should make these arrangements quite clear on the form and indicate that this is with their consent. This ensures that inhalers are always available, including break and lunch time and can be accessed during School Trips, Sports Day, Swimming Lessons etc.

Home – School Agreement

The School will....

- Provide a secure, safe environment in which children develop good self-esteem and have a clear understanding about expectations for behaviour.
- Make reasonable adjustments to support needs of the children in line with SEN code of Practice 2015.
- Offer a stimulating and challenging curriculum that meets the needs of individual learners.
- Ensure there is an ethos in which achievement, effort and high standards of work are valued and celebrated.
- Have clear aims and learning objectives for all pupils.
- Demonstrate that every pupil is valued as an individual.
- Encourage each pupil to be fully engaged in and committed to their learning.
- Provide homework to consolidate and extend learning.
- Keep parents informed about their child's progress through consultations, report writing and other communication when necessary.
- Provide curriculum overviews to inform parents about what is taught in each year group and face-to-face events for parents to learn how their children are taught in school.
- Welcome parents into school and value all contributions from the members of our school community.
- Inform parents as soon as possible if there are concerns about individual children and work with them to alleviate these issues.
- Investigate and address parental concerns promptly and with sensitivity.
- Provide rich opportunities for extra-curricular activities.

Parents will....

- Support the school ethos: Vision and Aims of school, School Rules, Rewards and Consequences (Outlined in Behaviour Policy).
- Support the school to ensure that their child(ren) maintain good behaviour.
- Ensure that their child(ren) attend school regularly and are prepared for the school day.
- Notify the school if they have issues of concern about their child.
- Work with the school when issues of concern are raised about their child, including SEN children.
- Play an active role in SEN support provided by the school, including Individual Support Plans.
- Support their child with homework.
- Attend parent-teacher consultations.
- Get to know about their child's life at the school.
- Inform the school if a child is absent on the first day and every day of absence.
- Read all emails/letters/messages that are sent home.
- Keep the school up to date with contact information.

- Support the school approach to e-safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community.
- Support the school, where possible, with events organised by parents, staff and pupils for the benefit of all the pupils in the school.

Pupils will....

- Take an active part in their learning.
- Always try their best.
- Come to school regularly and on time.
- Strive to meet their targets and goals.
- Follow the School Rules and expectations in accordance to the Behaviour Policy.
- Be polite, friendly and helpful to all adults, peers and visitors.
- Tell somebody if they are not happy about something.
- Bring all equipment they need for the school day, including their PE kit.
- Be responsible for completing and returning homework.
- Follow our e-safety rules for using our computer network and the internet.
- Be aware of how they learn best.

Our Aim:

This Home–School Agreement is designed to provide a framework of responsibilities for both school and parent or carers, which we hope, will benefit the children in our school.

Everyone at Cassiobury Junior School believes that the children in our care deserve the very best education we can provide.

This means we have a secure, happy and stimulating environment where every child is valued, developing each child’s potential to the full and creating a “community” environment where all strive towards the same goal.

That goal is to provide opportunities for the development of the “whole” child; a child who is able to contribute fully to the society in which we live by fostering a sense of responsibility, self-discipline and positive attitude.

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 basic skills in Maths or English such as spellings and times tables. 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. 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/Summer)
- Written Annual Report (Spring Term)
- Sports Day
- Productions
- Musical Performances
- Open Afternoons

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

It is our 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 08.00 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, by arrangement.

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. WhatsApp and other social media are not the forum to discuss concerns about individual staff or children.

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

Our Behaviour Policy which can be found on the school website.

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 or black trainers (not coloured or striped trainers/sandals/boots/plimsolls) * Black, Grey or White socks, thick grey tights * Blue gingham/checked dress (not striped) with short sleeves * Grey shorts or trousers * School jumper, fleece or cardigan with school logo/badge * Blue polo shirt with school logo/badge * Waterproof coat with a hood 	<ul style="list-style-type: none"> * Black school shoes or black trainers (not coloured or striped trainers/sandals/boots/plimsolls) * Black, Grey or White socks, thick grey tights * Grey skirt (knee length) * Grey trousers * Grey pinafore dress (knee length) * School jumper, fleece or cardigan with school logo/badge * Blue polo shirt with school logo/badge * Waterproof coat with a hood
<p>Headscarves may be worn throughout the school year in blue, black or grey</p> <p>Black trainers are permitted but must be entirely black – no colour trims, laces or logos</p>	

The following are NOT permitted as part of school uniform:

- Coloured or striped trainers (unless being worn for PE/outdoor learning)
- Leggings of any style or colour
- Long sleeved tops under polo shirts
- Boots/Plimsolls/Sandals
- Temporary tattoos/transfers etc (this rule excludes henna tattoos applied as part of religious observance)
- Nail polish/ decorations/ make-up
- Piercings – Piercings with studs/rings must be taped over for PE lessons.
- 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 and watches with cameras are inappropriate for school.
- Torn, damaged, defaced or dirty uniform.

PE Kit

The following PE Kit is expected:

- Black shorts
- White school polo shirt with logo/badge
- Black or navy tracksuit bottoms (plain)
- Navy hoodie with logo or/ Black or navy tracksuit top (plain)
- Spare Socks
- 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 • Razored/shaved designs • Mohicans • Shaved eyebrows • Coloured braids

Snacks and Drinks

All children must arrive at school with a fresh, named water bottle each day. This must contain water and NOT squash or fruit juice.

There is a long gap between breakfast and lunch. 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:

	
Carrot sticks Cherry tomatoes Apples Bananas Fresh Fruit Raisins (uncoated) Cucumber Oatcakes Rice Cakes (no chocolate) Yoghurt tubes Bread roll / Breadsticks	Processed fruit snacks Crisps Chocolate Biscuits Anything requiring dunking Cakes and Pastries Nuts or nut products Fizzy/sugar drinks

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 should adhere to healthy eating guidelines. The following links may help you:

NHS Healthier Lunches

<https://www.nhs.uk/change4life-beta/healthier-lunchboxes#iV8zl0dgREuUt162.97>

NHS Choices

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

School Milk

We offer a school milk scheme to all our pupils run by a company called Cool Milk. The scheme provides pupils with a carton of semi-skimmed milk at break time on school days at a subsidised price of approximately £15 per term (current cost is 22p per day). If your child is registered for free school meals and wishes to have school milk there will be no charge as the school will cover this cost.

If you would like to register your child for school milk please visit their website at 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/ Smart Watches/ Fitbits with Internet Connection

For Safeguarding reasons phones, tablets, smart watches or fitbits and other internet devices may not be used in school and should be handed in each day to the Class Teacher or left at home

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. Information regarding music tuition will be sent out via email to parents later in the Autumn Term. Any new pupils starting the school throughout the year please contact the School Office to find out more information.

Infant and Junior School Links

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

The Heads and Senior Leaders 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.