

# ***Emmbrook Junior School***



**PARENT PACK  
2017-2018**

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## **School Hours**

Pupils are not expected to arrive at school before 8.30am, at which time the pedestrian gate is opened. Children are able to enter the school building at 8.35am when an adult will be on duty in class. Registration takes place at 8.45am so that lessons can start promptly at 9.00am.

Lunchtime commences at 12.00pm and ends at 1.00pm. All children have a 20 minute morning break at 10.40am.

School finishes at 3.15pm. Children in Year 3 will be dismissed from their classroom by their teacher, children in Years 4, 5 & 6 will be dismissed to meet the adult collecting them from the playground. Some parents may wish their child in Year 6 to either walk home on their own, or be permitted to meet an adult outside the main school gate. If this is something that you wish for your child, we request that you write to the school to give your permission. Please note that unless permission is received by the school, Year 6 children will still be expected to be collected from the playground each day. If a child cannot find the person collecting them, they are expected to inform their class teacher who will be in the playground until 3.30pm, unless they are taking an after school club. In this instance another teacher should be informed.

**First Day of the Autumn Term (Year 3 only) – On your child's first day they should wait in the playground where their new teacher will come to meet them and escort them in to school.**



## **School Access**

The school gate will be opened from 8.35am until 8.55am each morning. The gate will be locked during school hours. The gate will be reopened at 3.10pm each afternoon. Any child arriving or leaving other than at the usual school time should be signed in or out at the office.

Parental access to the school should only be through the school office which has an intercom system. All visitors to the school must sign in and out.

### **Using the School Site after School**

The school day ends at 3:15pm, unless the children have an after school club. At 3:35pm a bell will ring which is the request for parents and children to leave the school site. At 3:40pm the playground gates will then be locked. Club collection will be as normal from the playground gates.

### **Dogs on Site**

For safety reasons, dogs (with the exception of assistance dogs) should not be brought onto the school site at any time. The school site starts at the wooden fence and dogs should not be tied to the fencing. We would appreciate your assistance with this.

### **Bicycles, Scooters and Skateboards in School**

We do not advise that younger children cycle to school unaccompanied. Where a parent/carer has decided that a child is able to cycle unaccompanied, written permission is required from the parent to confirm this. Forms are available from the school office. Bicycles, scooters and skateboards can be stored in a bike shed located on the school site. They should be secured using a lock if possible. Please note that the school cannot however accept responsibility for any items left in the bike shed. For health and safety reasons please note that bicycles, scooters and skateboards must be pushed when on the school site and not ridden.

### **Cars on Site**

For the safety of the children we insist that parents do not drive on to the school site. If you are dropping or collecting your child to or from a school club, please park remotely from the school and walk on to the site. The only vehicles which have permission to drive on site are staff vehicles, emergency vehicles and taxis. When children are arriving and leaving school each day, the gate will be locked with NO vehicle movement on site during these times: 8:40am – 8:55am and 3:05pm – 3:30pm.

There are however some occasions when vehicle access to the site for parents will be allowed:

- You will have access when collecting your child if they are unwell.
- Parents using the Breakfast Club will have access until 8.20am.
- For those using the After School Club, access will be available after 4.30pm.

Electronic gates have been fitted at the entrance to the school site. To gain access to the site in the event of one of the incidents above, drivers will have a choice of three buttons to select – Infant school, Junior school or the Bungalow (Breakfast and After School Club). You will be able to speak to the relevant member of staff to gain entry to the school site, if appropriate.

## **Broadmoor Escape**

The school has established contingency plans in the event of a Broadmoor escape. It is the school's policy that no child will be allowed to leave the school during this time unless they are collected by a parent or nominated responsible adult known to the school.

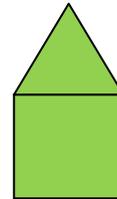
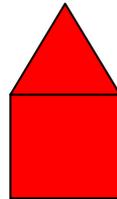
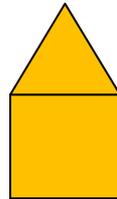
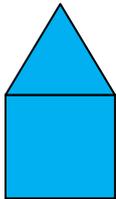
## **Homework**

We believe that learning at home is an essential part of a good education. Daily and weekly homework is set, giving pupils the opportunity to practise at home the tasks covered in class and helping them work towards improving important skills. Once a term the children will be asked to complete topic work.

Homework and home learning provides an excellent opportunity for parents to become actively involved in their children's learning. We ask that parents encourage, support, and where appropriate, help with their child's homework.

## **School Houses**

Every child in school belongs to a "house". Houses will usually be allocated during the first week of term for Year 3 children. Children will remain in the same house during their time at the school. Our Houses are: Kingfisher, Golden Eagle, Red Start and Hummingbird.



## **Behaviour in School**

At Emmbrook Junior School we aim to create the conditions for an orderly school community in which effective learning takes place. Within the school environment, the children are offered the opportunity to develop self-discipline, to have regard for other children and adults and to develop respect for their environment.

Children are expected to follow the Golden Rules at Emmbrook Junior School. These are:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

We encourage good behaviour in school as well as enforcing sanctions against those who do not follow the school rules. Details can be found in our behaviour policy.

## **Playground Rules**

1. Be gentle when playing with friends
2. Be kind and helpful to everyone
3. Listen to all instructions given by members of staff
4. Be honest when talking to members of staff
5. Look after the play equipment
6. Be respectful to all and use appropriate language
7. Handstands are allowed on the school field



## **Clubs**

We run a large variety of lunchtime and after-school clubs each term. These are run by our own staff as well as external providers. Your child is invited to join at the start of each term and you will be notified if they have been successful. All clubs, apart from lunchtime clubs, have a fee. Our club rules are:

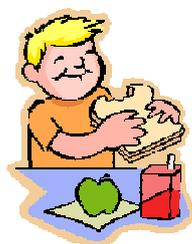
1. Attendance of the club your child has joined is compulsory whether lunchtime or after school. If your child cannot attend a club for any reason, a note must be given to your club leader, from a parent or carer, explaining why they cannot attend. The school will phone any parents whose child does not attend an after school club.
2. Non-attendance at a club for 2 weeks will lead to the loss of your child's place.
3. Club leaders will speak to children if they have not attended a club and warn them of the consequences.
4. Parents are expected to ensure children attend clubs they are signed up for and check with children that they are attending.
5. Children are expected to have the correct kit or resources for a club. The school will not make phone calls to parents if things are forgotten.
6. Pupil Premium children will have their first club paid for, any further clubs they wish to participate in will have to be paid for by the parent/carer.
7. Children who are collected more than 15 minutes late on more than two occasions will be excluded from the remaining sessions. In this situation a refund for the missed sessions will not be given.
8. Cancellation – if your child does not wish to continue to attend a club, a letter will be required.

## **School Meals**

**School Dinners** – Meals are cooked on the premises. Each day a choice of meal is provided which includes a vegetarian option. The meals are provided in accordance with the DfE guidelines on nutrition. If your child has a food allergy and has school meals, you will need to complete a Caterlink Special Diet/Allergy Form. As it takes 10 days for this form to be processed by Caterlink, you will need to provide your child with a packed lunch until the process is complete.



**Packed Lunch** – Children are welcome to bring in their own sandwiches. Please ensure that they use a non-breakable, clearly labelled sandwich box or lunch bag. We try to encourage children to bring a lunch that is nutritionally balanced. It should not include sweets or fizzy drinks. Please note that as we are a nut free school, children should not bring in any items containing nuts.



**Free School Meals** – If you are receiving Income Support or Income Based Jobseekers Allowance, your child may be entitled to a Free School Meal. Please contact the school office for further details.

**Snacks** – At Emmbrook Junior School we encourage our children to eat healthily. Through consultation with a number of parents the following healthy snacks are permitted in school:

- Portion of fresh fruit or veg
- Plain bread sticks
- Plain rice cakes
- Chunks of cheese

Children should not bring in nuts, seeds, high sugar or high fat items such as chocolate, crisps, cakes etc.



**Nut Allergy** – there may be pupils in our school who have a severe allergy to peanuts/nuts. It is important that there is a strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are therefore asking parents **NOT** to send any peanut or nut containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please ensure your child's hands and face have been thoroughly washed before entering the school. We appreciate your support in keeping our children safe in school.

## **Medical**

### **Absence Due to Illness**

When a child is not able to attend school due to illness, it is the expectation that parents will notify the school on **each day** the child is absent. This should be by telephone in the first instance. The school endeavours to contact parents / carers in the event of an unexplained absence.

### **Medical Conditions/Allergies**

If your child has a medical condition or suffers from allergies, please inform the school immediately. Dependent upon the nature of the condition/allergy we may need to complete an Individual Healthcare plan for your child.

### **Medicines in School**

If your child requires medicine in school, it must be brought to the office. Parents/carers must complete a form giving permission for the medicine to be administered by a member of staff. Medicines will not be given to children without written consent from the parent/carer.

### **First Aid**

There may be occasions when your child needs to visit the medical room during the school day. Your child will be assessed by a trained first aider using the information provided by the child. Based on this information, their illness or injury will be treated accordingly. If the member of staff assessing your child feels it is necessary, a phone call may be placed to a parent for advice or to inform you that your child is unwell and needs to be collected.



### **Sickness and/or Diarrhoea**

Medical advice states that children who have been suffering from sickness and/or diarrhoea should be kept off school until they have been symptom free for **48 hours** in order to prevent infection of other children.

### **Sun Protection**

During periods of particularly hot weather our sun protection policy will apply. Due to health and safety reasons, sunscreen should not be brought into school. There are many all-day sunscreens available which we would advise you to apply to your child before they come to school. We will encourage the children to sit/play in the shade and we suggest that the children bring a suitable hat to wear during break times.

## **Equipment**

### **Stationery**

In each classroom, essential stationery is provided for the use of pupils. We therefore ask that pencil cases brought in from home are small enough to fit into your child's tray for easy storage.

### **Water Bottles**

We believe that keeping well hydrated aids children's learning as well as keeping them healthy. Please can you provide your child with a named water bottle which they can bring in each morning and take home for washing each afternoon. The bottles are kept in the classroom and can be topped up throughout the day.



### **Electrical Equipment and Mobile Phones**

Electrical equipment, including mobile phones, must not be brought into school. We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in school or on school trips;
- Mobile phones brought to school without permission will be confiscated. Parents will then be contacted and asked to come into school to collect the phone. The phone **will not** be returned to the child.

In the rare event that a parent wishes their child to bring a mobile phone to school for a specific reason, they **MUST** make an appointment to see the Deputy Head Teacher.



### **Lost Property**

We ask parents to make sure that all items brought into school are clearly named. When items are found and cannot be returned to their owner they are placed in our lost property box which is located just inside the corridor by the children's entrance. Parents and children are welcome to check the box for any mislaid items. Every half term any unclaimed items are passed to the PTA who sell them to raise funds for the schools.

## **Communication with Parents**

Our website contains general information about our school. We also use an e-mail and text system to communicate with parents.

### **Website**

Our website can be accessed at [www.emmbrookjuniorschool.co.uk](http://www.emmbrookjuniorschool.co.uk).



### **Letters**

These are always e-mailed except where a written response is required by the parent. Hard copies of letters can be sent to those parents who have notified us that they do not have an email address. Letters of a sensitive nature will always be sent by hard copy by post or via your child and in an envelope where necessary.

### **Newsletter**

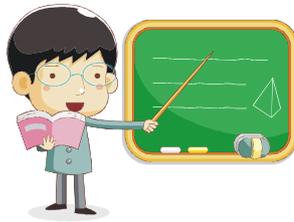
We publish a monthly newsletter which lets parents know what has been happening in the school. Please take time to look at the newsletter as it is a valuable source of information. The newsletter is sent by e-mail.

### **Bulletin**

At the start of each term, we publish our Curriculum Bulletin which tells you what your child will be studying and the activities they will be involved in during the term. Parents are invited to 'Meet the Teacher' at the start of the Autumn term where the Bulletin will be handed out and the key points discussed. We also include in the Bulletin the dates of our Sharing Assemblies where the parents are invited to come and watch their child's class take the assembly. The Bulletin is where you will find a list of important dates for the term.

### **Curriculum Evenings**

These are held periodically throughout the school year to inform parents of new developments at school. Past evenings have covered the introduction of a new reading scheme as well as informing parents of how maths is taught in school.



### **Texts**

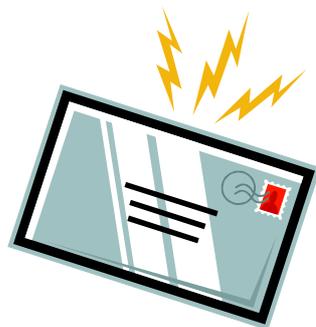
We use our text messaging system to alert parents of any last minute changes to our plans, for example if we have to cancel an after school club due to staff illness. We will also use this to let parents know if the school has to close for any reason, for example due to snow. We also use this method to send reminders about activities for example, to bring in a packed lunch for a school trip.

### **E-mail**

We use an e-mail system to send letters and other useful information such as holiday activities organised by Wokingham Borough Council. We will use the e-mail address of parents provided on the Pupil Data Form.

### **Forgotten Items**

In order to help the children to learn to take responsibility for the equipment they need to bring to school, we do not, as a matter of course, phone home for you to bring in forgotten items. This will include items such as, PE kits, homework, trainers, etc. We will contact home if we feel the forgotten item is a matter of urgency, for example, reading glasses.



## **Communication with the school**

We believe that good communication with parents is important to strengthen the learning partnership between home and school. In order to facilitate good communication, we have developed a number of strategies.

Your first port of call for any issues should always be your child's class teacher. You will find teachers in the playground at the end of the school day unless they are running a club.

Alternatively, parents may contact the school office to make an appointment to see the class teacher specifying briefly the area of concern. Please do not divulge confidential information about your child to the office staff. They will assist you by making the appointment and passing on your request to the class teacher.

Please also remember there are lots of ways of giving feedback directly to the class teacher using systems already in place:

- Comment in reading record
- Comment on parent feedback sheet in homework book
- Signing in spelling log book on the page for that week

To further aid communication, when a face to face meeting is not possible, teacher's email addresses are available to parents on the school website. Teachers will email an acknowledgment of receipt within 2 school working days. Please be aware that emails will not be sent or checked during the weekend or school holidays.

Please ensure that your email contains your child's name and any relevant background information relating to the issue you wish to discuss. The response will be copied in to the Head Teacher for their information.

Emails to teachers cannot be used for the following things:

- Urgent messages
- Administration issues such as collection arrangements, dinner money, permission for any school visits
- To submit homework or feedback on homework tasks
- Missing uniform or equipment

If you are requesting a leave of absence for your child you should complete a Leave of Absence Request Form. These are available on the school website and from the school office.

**Urgent information must always be telephoned to the school office.**

**Abusive and harassing emails will not be tolerated and the Head Teacher reserves the right to withdraw this form of communication to any parent who communicates in an offensive way.**

## **Charging Policy**

The school has a policy of how charges can be made for school activities and trips. Please see the 'Charging for School Activities Policy' on the school website at: [www.emmbrookjuniorschool.co.uk](http://www.emmbrookjuniorschool.co.uk)

## **Office Hours**

The school office is open from 8.30am until 4.30pm Monday to Thursday and 8.30am until 4.00pm on Friday. There will be a member of staff in the office or reception to assist any parent during this time.

## **School Contact Details**

Emmbrook Junior School

Emmbrook Road  
Wokingham  
Berkshire  
RG41 1JR



Tel: 0118 978 4940  
Fax: 0118 979 5006  
E-mail: [admin@emmbrook-jun.wokingham.sch.uk](mailto:admin@emmbrook-jun.wokingham.sch.uk)  
Website: [www.emmbrookjuniorschool.co.uk](http://www.emmbrookjuniorschool.co.uk)

## **Staff and Governors 2017/2018**

### **Senior Leadership Team**

Mr R Fenton  
Mr R Thomas

Head Teacher  
Deputy Head Teacher

### **Teaching Staff**

Mrs J Hart  
Mrs K Crosby  
Mrs A Tinson  
Mrs C Dando/Mrs H McAllister  
Miss S Wickens/Mrs S Foxley  
Mr A Hewitt  
Mr R Thomas  
Mr R Fenton/Mrs S Preston  
Mrs L Holloway  
Mrs Hardwicke  
Mr J Fisher

3 Ash  
3 Larch  
4 Cedar  
4 Elm  
5 Maple  
5 Pine  
6 Beech  
6 Fir  
Inclusion Manager  
Teacher of the Deaf  
Sports Coach

### **Support Staff**

#### **Teaching Assistants**

Mrs S Blee  
Miss R Brown  
Mrs K Clarke  
Mrs V Cooper  
Miss K Crombie  
Mrs P Fearn  
Mrs W Hudson  
Mrs J Khan

Mrs P Morgan  
Mrs N Newport  
Miss S O'Neill  
Mrs A Prior  
Mrs H Smith  
Mrs V Stanford  
Mrs T Thomas

### **Office Staff**

Mrs C Freeman  
Mrs R Baines  
Mrs J Banks  
Mrs R Edgington  
Mrs F Musa  
Mrs A Perkins

Office Manager  
Finance Officer  
Administration Assistant  
Receptionist  
Administration Assistant  
SIMS Manager

### **Lunchtime Controllers**

Mrs P Fearn (Supervisor)  
Mrs J Banks  
Mrs K Clarke  
Miss K Crombie  
Mrs P Morgan

Mrs A Prior  
Mrs M Rose  
Mrs H Smith  
Mrs N Spencer  
Mrs A Yoxall

### **Site Staff**

Mr A Gregory

Site Controller

### **Governors**

M Smith  
T Hunter  
S Blee  
H Chapple  
H Dixon  
S Dowling  
S Dowse  
R Fenton  
S Grundy  
S Hunter  
R Longbottom  
R Thomas  
B Williams

Chair  
Vice-chair  
Staff  
Clerk  
Co-opted  
Co-opted  
Parent  
Staff (Head Teacher)  
Parent  
Clerk  
Co-opted  
Staff  
Co-opted