

# Emmbrook Junior School



## KEY INFORMATION 2023-2024

## OUR VISION

### Mission Statement

We provide an inclusive, positive environment in which we nurture and empower our children to develop life-long learning skills. This enables them to grow into reflective, successful and well-rounded individuals in our global community.

## OUR AIMS

We will:

- Provide a creative and stimulating environment, where all our children enjoy learning and feel happy, safe and valued.
- Grow our children's self-awareness, self-esteem and respect for the feelings, beliefs and opinions of others to prepare them positively for their adult lives.
- Develop motivated, hardworking, inquisitive and well-behaved children who take increasing responsibility for their own learning.
- Enable children to face challenges and embrace change through perseverance, determination and flexibility.
- Support children to develop personal responsibility, work collaboratively and prepare themselves for secondary education.
- Recognise and celebrate the achievements of all.

School policies that provide further information on areas summarised in this pack can be viewed at <http://emmbrookjuniorschool.co.uk/key-information/policies/>

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## 1. Introduction

We are delighted to welcome you to Emmbrook Junior School.

We are a school for children aged between 7 and 11 years. We teach the children across four year groups, Year 3 to Year 6, with two class groups in each year.

Emmbrook Junior School shares its site with Emmbrook Infant School, Redwood Early Years and the Funtastic Kids Breakfast club and After-School club. We are proud of our grounds that include two large playing fields, a woodland walk, a pond and an outdoor classroom as well as the traditional playground.

## 2. Core Values

Emmbrook Junior School is committed to serving the local community and its surrounding areas. It recognises the multi-cultural, multi-faith and ever-changing nature of the United Kingdom, and therefore those it serves. It also understands the vital role it has in ensuring that groups or individuals within the school are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them. The school, as an inclusive establishment, accepts admissions from all those entitled to an education under British law, including pupils of all faiths or none. It follows the policies outlined by its governing body regarding equal opportunities, which guarantee that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar.

All of the adults and children at Emmbrook Junior School try their best to demonstrate our five core values inside and outside school.

We teach the children about the qualities they need to have to live these core values.



To show that we are **kind**, we help others, use good manners, show empathy and are caring towards each other.



Being respectful of others' beliefs and opinions, and being tolerant, help us to be **inclusive**.



Qualities like perseverance, honesty, sharing ideas, standing up for ourselves or others and learning from mistakes demonstrate **courage**.



Through being **adaptable** we encompass being independent, collaborative, able to compromise and willingness to try something new.



Being **inquisitive** means asking 'why?', 'what if...?' and 'how?' questions about our learning; being curious, finding out about other people; and being motivated to do research or further reading.

We also run a system called *Caught Doing the Right Thing* whereby our children are rewarded if they are caught by a member of staff going out of their way to be friendly, kind or helpful to their friends, peers, and members of staff or visitors. The children are rewarded with a token. Each class collects their tokens and, once the total of class tokens reaches 35, the teacher organises a class treat. A list of treats for each class is drawn up in the Autumn term by the class teacher and their school council rep(s).

### 3. Uniform

At Emmbrook Junior School, we believe that school uniform is important because it:

- Looks smart
- Contributes to a sense of belonging and community
- Fosters a feeling of pride
- Is designed with health and safety in mind

We hope that you will help us maintain this high standard of presentation as it is important that your child is dressed appropriately and smartly at all times. Please see our Uniform Policy for full details of our uniform.

On the day that your child has PE they should come to school dressed in their PE kit. This ensures that they have the maximum time possible for their PE lessons as they will not have to change their clothing. It also means that PE kits do not have to remain in school all week. Please ensure your child has adequate PE kit.

School Uniform can be purchased online from Marks & Spencer's, please use the following link: [www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com) to access the Emmbrook Junior School account page.

### 4. School Hours

Pupils are expected to arrive at school between 8.35am, when the pedestrian gate is opened and 8.45am, when registration takes place. Children are able to enter the school building from 8.35am. The school gate closes at 8.45am so that lessons can start promptly at 8.50am. For arrivals after this time, please go to the school office.



Lunchtime commences at 12.00pm and ends at 1.00pm. All children have a 15-minute morning break, during which time they have their snack brought in from home. They will be given their milk if purchased through the Cool Milk website at lunchtime (*See Section on School Meals*). School finishes at 3.15pm, unless the children have an extracurricular club.

**Year 3 Only:** Children will be dismissed at the end of each day from their classroom door by their teacher, to meet the adult collecting them.

**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 or Year 5 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 5 and 6 children will still be expected to be collected from the playground each day.

If your child attends one of the onsite After School Clubs, parents can sign a permission slip to allow children to walk directly to these clubs at the end of the school 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. If their class teacher is taking an extracurricular club, the child must inform another teacher.

If a child cannot find the person collecting them, they will be taken to the school office, where the office staff will contact you.

## **5. School Access**

The school playground gate will be opened from 8.35am until 8.45am each morning. 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 on the main school gate off Emmbrook Road. All visitors to the school must sign in and out at the school office.

If your child is involved in one of our extracurricular clubs, collection will be from the playground gates. Year 5 and 6 children will be able to walk home alone after an extracurricular club if the parents have provided permission.

## **6. 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 kind and helpful to everyone**
- **We show respect to others and ourselves**
- **We are honest**
- **We work hard and always try our best**
- **We respect our school environment**
- **We encourage one another**

We encourage good behaviour in school and expect everyone to follow the school rules. Details can be found in our Behaviour Policy.

## 7. School Houses

Every child in school belongs to a “house”. Houses will usually be allocated during the first week of the Autumn term for Year 3 children. Children will remain in the same house during their time at the school. Our aim is that siblings will be in the same house.

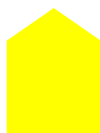


Our Houses are:

**Kingfisher**



**Golden Eagle**



**Red Start**



**Hummingbird**



Friendly competition between houses is encouraged in the form of House Points. These are awarded for good work and the House with the most house-points at the end of each fortnight wins a reward.

The children also compete in their houses on Sports day.

## 8. Home Learning

At Emmbrook Junior School, we agree with the latest information from leading UK research bodies that prescribed homework tasks do not contribute to the improvement of important skills. Therefore, our home learning simply consists of encouraging **daily** reading for pleasure, practising times tables and learning linked to spelling, punctuation and grammar. Once a term we send home an optional family project linked to your child’s next Learning Journey as part of a home learning pack.

All children are expected to practise their multiplication tables on a regular basis, this may be for 5-10 minutes on a daily basis or for longer but less frequently. Children will be tested on multiplication tables on a weekly basis. The school is also signed up to Times Tables Rock Stars which enables the children to develop their fluency in a competitive and fun way.

Children should be reading for a minimum of 10 minutes on a daily basis. This could be done independently or with an older sibling or adult. We encourage parents to talk to their children about what they are reading and ask them what they have enjoyed or not about a particular text. Children are provided with a reading diary in which they can record the books they have read. Parents are welcome to make comments in these books if they wish, as this builds a dialogue between home and school. Each year group has their own system of reviewing reading diaries, depending on the needs of the children.

## **9. Parent Helpers**

We welcome parents who would like to come in and help the children in the class. Parents typically come in for one or two hours to help listen to the children read. We also use our parent helpers to provide support across the wider curriculum. If you are interested in becoming a parent helper, please contact the school office and they will explain the process.

## **10. Special Educational Needs**

At Emmbrook Junior School we welcome all children, including those with any additional needs or disabilities. As part of our inclusive approach, we aim to ensure that all children have equal access to a broad and balanced curriculum, tailored to their individual needs. We ensure that every child matters and that all children explore and reach their full potential.

If you have a concern regarding your child's educational needs, please speak to your child's class teacher in the first instance, or contact our Inclusion Leader via the office at [admin@emmbrook-jun.wokingham.sch.uk](mailto:admin@emmbrook-jun.wokingham.sch.uk)

### **Total Communication Base (TCB)**

We are a specialised unit that supports children from Emmbrook Infant School and Emmbrook Junior School. The unit is an integral part of the two schools and a culture of true deaf awareness has been embedded amongst staff and children. All children supported by the unit have an Education, Health and Care Plan and are supported by a Qualified Teacher of the Deaf, a specialist Speech and Language Therapist and specialist Learning Support Assistants.

Support packages for the children follow a 'needs led' model so that the level of support is tailored to the individual needs of the child. Full advantage is taken of the wide range of opportunities at the schools to develop confidence and self-esteem alongside hearing peers, as well as a sense of the child's own deaf identity.

Children in the TCB have hearing aids, BAHAs or cochlear implants to support their use of residual hearing, and radio aids are used to help their listening in class. The schools have been adapted to provide acoustically favourable classrooms, including infrared Soundfield systems in all classes in the Infant and Junior schools.

## **11. Pupil Premium Grant**

The Pupil Premium Grant was introduced in April 2011. It is allocated to local authorities and schools for children from low-income families who are known to be eligible for Free School Meals (FSM) as well as children who have been looked after continuously for more than six months. The aim of this funding is to 'close the gap' in the attainment of these children compared to their peers.

If your child is eligible for Free School Meals, the grant can contribute towards school trips, uniform and extra-curricular clubs. It will also be used to provide extra support where necessary, to ensure your child reaches their full potential.



Your child might be eligible if you access:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

Your child may also be eligible if they are/have:

- Looked after
- Special Guardianship Order
- Residency Order
- Adopted from Care

Service pupil premium is additional funding for schools, but it is not based on disadvantage. It has been combined into pupil premium payments to make it easier for schools to manage their spending.

Schools receive funding for every pupil with a parent who:

- is serving in HM Forces
- has retired on a pension from the Ministry of Defence

This funding is primarily to help with pastoral support. It can also be used to help improve the academic progress of eligible pupils if schools deem this to be a priority.

If you think your child may be eligible for the Pupil Premium Grant please contact the school office for further assistance. Please be assured that all information will be dealt with confidentially

## 12. Clubs

### Extracurricular clubs

We run a large variety of clubs each term, to give children the opportunity to try new sports, activities and interests. Our own staff as well as external providers run these. Your child is invited to join at the start of each term and you will be notified if they have been successful. Some clubs may attract a fee. Examples of our clubs include football, hockey, drama, tag rugby and netball. Once you receive confirmation that your child has a place, payment will be required.

For the sports clubs, children need to bring in their own sports kit to wear. **Parents are required to provide their children with the correct equipment at the start of each club, for example, football boots and shin pads for football, moulded studded boots for rugby and trainers for cross-country. Remember to provide warm clothing in the winter months.** Full details of the kit required will be given when the list of clubs is sent out each term.

**Parents are required to transport and supervise their children when playing/competing in off-site club related activities such as football matches, cross-country races or tag-rugby tournaments.** This may involve picking children up early from school. Further details will be given when the list of clubs is sent out each term and prior to events.

Our club rules are:

- Attendance of the club you have joined is compulsory whether lunchtime or after school. If you cannot attend a club for any reason, a note must be given to your club leader, from a parent or carer, explaining why you cannot attend.
- School will phone any parents whose child does not attend a school club.
- Non-attendance at clubs for 2 weeks, without a note from a parent/carer, will lead to loss of your place.
- Parents are expected to ensure children attend clubs that they are signed up for and check with children that they are attending.
- Children are expected to have the correct kit or resources for a club. Please ensure your child has the correct kit/resources in school on the appropriate day.
- All children must be collected unless they are in Year 5 or 6 and parents/carers have informed the school that their child/children can walk/cycle home alone.
- Children who are collected more than 15 minutes late on more than two occasions will lose their place in the club. In this situation a refund for the missed sessions will not be given.
- Cancellation – If your child does not wish to continue attending a club, please contact the school office.
- If your child/ren attend a club that has competitions, parents will be given permission letters that they must sign and return, clearly indicating collection and pick-up arrangements. For some competitions a parent or designated adult will be required to stay for the duration of the competition and will be responsible for their child/ren.

### 13. School Meals

#### **Nut Allergy**

There are pupils in our school who have a severe allergy to peanuts/nuts. 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.

#### **School Lunches**

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.

Our school meals provider is DOLCE. From 1<sup>st</sup> September 2023 the cost of a school dinner will be **£2.25** per day (£11.25 per week).

If you would like your child to have school meals, you will need a SchoolGrid account, details will be sent to you to enable you to set this up.



### Packed Lunch

Children are welcome to bring in their own packed lunch. 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. For healthier lunchboxes visit: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>.



Please note that as we are a **nut free school**, children should not bring in any items containing nuts, which includes pesto, Nutella, etc.

### Free School Meals

If you are receiving any form of income support or tax credits, your child may be entitled to a Free School Meal (See *Pupil Premium Grant Section*).

### Cool Milk Scheme

Cool Milk are the company who provide the milk for children at school. Children aged five or over have the option of receiving milk at a subsidised price. If you wish your child to receive milk, you must register your details on the Cool Milk website. Please go to [www.coolmilk.com](http://www.coolmilk.com) to sign up. The Cool Milk customer service team can be contacted on 0800 321 3248 or at [registrations@coolmilk.com](mailto:registrations@coolmilk.com) if you require any assistance. Children who are eligible for Free School Meals are entitled to receive free milk, contact the school office if you require further details. The milk is given to the children at lunchtime.

### Snacks

Children can eat a snack brought in from home during their morning break. At Emmbrook Junior School, we encourage our children to eat healthily and 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.

## 14. P.E.

Our outdoor P.E. sessions are as follows:

Year	Time
Year 6	Monday afternoon
Year 4	Tuesday afternoon
Year 5	Wednesday afternoon
Year 3	Thursday afternoon

Children can bring football boots and shin pads if they wish for football lessons but it is not essential and we have many spare boots and trainers they can borrow on the day from school if they wish.

## 15. Equipment

### Stationery

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



### Amazon Wishlist

The school has an Amazon Wishlist. The teachers and staff have all added items of stationery and other resources that would greatly benefit the school and the children's learning. The Wishlist can be viewed through this link: [https://www.amazon.co.uk/hz/wishlist/ls/1XCPWWH5UAPP0/ref=nav\\_wishlist\\_lists\\_1?encoding=UTF8&type=wishlist](https://www.amazon.co.uk/hz/wishlist/ls/1XCPWWH5UAPP0/ref=nav_wishlist_lists_1?encoding=UTF8&type=wishlist).

If you have an Amazon account and would like to contribute, simply select the item and add it to your basket. The item will then be delivered straight to school. We are hugely grateful for any items that we receive.

### 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.

### PE Kit

Please refer to our uniform policy for details of our PE kit. Please ensure all items of kit are clearly marked with your child's name.

### 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.

If your child is in Year 5 or Year 6 and making their way to or from school independently and you wish them to have a mobile phone, please contact the school office for the relevant form.

Disposable cameras are allowed on school trips.

### Lost Property

We ask parents to make sure that all items brought into school are clearly named. When named items of lost property are found, our Year 6 monitors return them to the relevant classroom. Where they are unnamed 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 uniform items are sold to raise funds for our disadvantaged children, the remainder is disposed of.

### **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 equipment, homework, etc. We will contact home if we feel the forgotten item is a matter of urgency, for example, reading glasses.

## **16. Absence/Sickness Procedure**

### **Absence Due to Illness**

If your child is unable to come into school, please telephone or email the school office before 9:00am to advise us of their absence, for every day that your child is absent from school. We are required to keep a record of pupil absence as well as the reasons for pupil absence. We have put in place the following whenever a child is absent and we have not been notified:

- We will phone contact priority 1, if no reply, we will leave a message if possible then email and text priority 1
- At 11:00am if no response has been received, we will phone priority 1 again and if no reply, we will call all other contacts in priority order, leaving messages where possible.
- If we still have not heard from any of our contacts, a member of SLT or Nurture Lead will be told in person of the situation.
- SLT/Nurture Lead will make a decision on the next step which will likely include a home visit and/or a call to Children's Services at Wokingham Borough Council.

If your child becomes unwell during the school day, we will contact you to arrange to have your child collected from school. Please ensure that you let us know if your contact details change so that we are always able to contact you quickly when your child is unwell.

The Health Protection Agency recommends that if your child has sickness or diarrhoea, they should not be sent into school for **48 hours** after their last episode to prevent other children from becoming unwell. We support this recommendation and therefore you will need to keep your child at home for 48 hours after their last bout of illness.

### Leave of Absence

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. Please submit any absence requests at least one school working month before the requested absence. We will endeavour to respond to your request within 5 working days. Please be advised the Department of Education has advised schools to only authorise leave of absence/holidays in exceptional circumstances hence Emmbrook Junior School will not approve any absence in term time, except in such circumstances.

### First Aid

There may be occasions when your child needs to visit the medical room during the school day. A trained first aider using the information provided by the child will assess your 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. If it is a head injury, we will call you to inform you of this and the circumstances of how it happened.



## 17. Medical Items

### 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 you may need to complete an Individual Healthcare Plan for your child.

### Medicines in School

If your child requires prescription or non-prescription 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. Prescription medicines will not be given to children without written consent from the parent/carer.

Non-prescription medicines will only be administered without parental consent in exceptional circumstances. Staff will always inform parents/carers if non-prescription medication, e.g. for pain relief, was administered and the dosage given.

### Sun Protection

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.

## 18. 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 on Emmbrook Road, dogs should not be tied to the fencing. We would appreciate your assistance with this.

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

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 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. We advise that younger children do not cycle to school unaccompanied.

## **20. 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 an extracurricular club, please park remotely from the school and walk on to the site. The only vehicles that 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: 8:35am – 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 8.25am.
- For those using the After-School Clubs, access will be available after 4.45pm.

There are electronic gates at the entrance to the school site, to gain access in the event of one of the scenarios above, drivers will have a choice of four buttons to select – Junior School, Infant School, The Bungalow (Funtastic Kids) or Pre-school. You will be able to speak to the relevant member of staff to gain entry to the school site, if appropriate.

## **21. Broadmoor Escape/Lockdown**

The school has well-established contingency plans, previously set up in light of an unlikely but possible 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.

In line with DfE recommendations, the school now has an established Lockdown Procedure to be ready to deal with the sort of emergencies where the children and staff are endangered by the threat of deliberate harm.

Our lockdown procedure is as follows:

- People in school will be notified that it is in lockdown by the use of a siren
- Pupils will move immediately inside to their own, or the nearest classroom
- We will ensure all pupils are accounted for by the taking of registers
- We will ensure all pupils are safe and secure by securing doors and windows, and drawing blinds
- The emergency services will be called

### **Instructions for parents in the event of a lockdown**

- Parents will be informed that the school is in lockdown via email and through a text message

- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- If the lockdown continues beyond school hours and there are any changes to collection arrangements in this circumstance, the school will inform parents through email and text message

We will hold an annual lockdown drill. Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

## **22. Communication with Parents**

We communicate school information in several main ways:

### **a) Text Messages**

Text messages will only be used to communicate urgent short messages, of no more than 160 characters. The text message system is only used for important, urgent information, such as school closures and emergencies. If you have more than one child at the school, you may receive the text message more than once as your mobile number is assigned to each of your children in the school. The school uses an online service called Scopay to communicate via text. This is set up automatically by the school when your child joins us, using the mobile details provided to us. If you download the app onto your device, text messages sent from the school will be received as messages via the app. If you do not download the app, you will continue to receive traditional text messages.

Please note that text messages can only be sent to ONE number per child. The school uses the mobile number from the parent/carer listed as the first priority contact. If you wish for an alternative number to be used, please contact the school office.

### **b) Email**

All non-urgent information, letters, newsletters, event publicising etc. are sent by email. The system we use to send our emails is called Arbor. Please note that letters are only sent home by hard copy if written consent is required or if there is a form to complete. Emails are sent to all contacts who have parental responsibility for a child.

### **c) Twitter**

Twitter is used to promote the school, celebrate the children's work and the school's successes. Twitter will not be used for any other purposes.

### **d) Newsletter**

We aim to publish a weekly 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 including calendar dates. The newsletter is sent by e-mail and is put on the school website.

### **e) Curriculum**

At the start of each academic year we publish a Curriculum Map for each year group that tells you what your child will be studying and the activities they will be involved in during the year. These are also available on our website.



### **f) Evenings, Open Mornings & Productions**

To understand more about the school and help parents to get involved in the children's learning the school organise events throughout the year. These include:

- Open Morning/Workshop: where parents/ carers can spend some time with their child in the classroom.
- Welcome Event: in September to meet the teacher and discuss the curriculum.
- Exhibitions: mid-way through each term to give the children the chance to display their work to parents and carers.
- Productions take place in Year 4 (Christmas Production) and Year 6 traditionally put on a Leavers Production.

### **g) Website**

Our website contains a lot of useful information about our school, including previous letters, term dates and school policies. The website can be accessed at [www.emmbrookjuniorschool.co.uk](http://www.emmbrookjuniorschool.co.uk).

## **23. Wrap-Around Childcare**

A Breakfast and After School club, provided by Funtastic Kids, is held in the bungalow next to the school. The breakfast and after school club is for infant and junior school children. For more information or to discuss availability, please contact Funtastic Kids on 07715 643412 or email them at [bookings@funtastickids.co.uk](mailto:bookings@funtastickids.co.uk)

### **Holiday Camps**

Funtastic Kids also offer holiday camps to both infant and junior school children and are based at the infant school. For more information, please visit the Funtastic Kids website at: [www.funtastickids.co.uk](http://www.funtastickids.co.uk) or contact them using the details above.

## **24. Term Dates 2023-2024**

<b>Autumn Term</b>	
1 <sup>st</sup> September	Inset Day
4 <sup>th</sup> September	First Day of Term
23 <sup>rd</sup> October – 27 <sup>th</sup> October	Half Term
15 <sup>th</sup> December	Last Day of Term
<b>Spring Term</b>	
2 <sup>nd</sup> January	First Day of Term
12 <sup>th</sup> February-16 <sup>th</sup> February	Half Term
26 <sup>th</sup> March	Last Day of Term
27 <sup>th</sup> March	Inset Day
28 <sup>th</sup> March	Inset Day
<b>Summer Term</b>	
15 <sup>th</sup> April	First Day of Term
6 <sup>th</sup> May	Bank Holiday
27 <sup>th</sup> May – 31 <sup>st</sup> May	Half Term
3 <sup>rd</sup> June	Inset Day
19 <sup>th</sup> July	Last Day of Term
22 <sup>nd</sup> July	Inset Day
23 <sup>rd</sup> July	Inset Day

## 25. 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.

Emmbrook Junior School Home-School Communication Flow Chart				
Learning Concerns	Pastoral concern <i>Pastoral care covers our support of your child's individual needs, their emotional wellbeing and helping them with any personal problems they may be experiencing at school.</i>	Concern relating to particular learning or physical needs <i>Where a concern is related to a special need and you feel an adjustment may be required to support successful learning e.g. issues related to ASI (autistic spectrum indicators), dyslexia or dyspraxia or physical disabilities</i>	Issues relating to staff	Concerns & Queries relating to school administration
↓ Please contact your child's <b>class teacher</b> in the first instance.	↓ Please contact your child's <b>class teacher</b> .	↓ Please contact our Assistant Headteacher, <b>Mrs. Liddiard</b> , who will arrange a joint meeting with you, her and the <b>class teacher</b> .	↓ Please contact our Deputy Headteacher, <b>Mrs. Jones</b>	↓ Please contact our School Office Manager, <b>Mrs. Freeman</b>
If you feel the class teacher or Nurture Assistant is unable to help, please contact our Assistant Headteacher, <b>Mrs. Liddiard</b> ↓ If you are not satisfied with the outcome and you remain concerned after following the steps above, please make an appointment to see our Deputy Headteacher, <b>Mrs Jones</b> .				
↓ Please make an appointment to see our Head Teacher, <b>Mr. Usher</b> , if you still remain concerned after following the steps above.  Any formal written complaint must come directly to <b>Mr. Usher</b> who will investigate it within ten working days in accordance with our Complaints Policy.  <b>When contacting the school, it is really helpful if you give us as much information about the background of your concern or complaint as possible, including who it involves, and what you would like the outcome to be.</b>  In the first instance to contact the school, please use the admin email address and the office team will ensure that your email is directed to the correct person. If you prefer you can contact the school by phone.				

### 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. Outside of these hours, the school has an answering machine.

### School Contact Details

Emmbrook Junior School  
Emmbrook Road  
Wokingham  
Berkshire  
RG41 1JR



Tel: 0118 978 4940  
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)

## **Emmbrook Junior School Staff 2023/2024**

Please visit our website at <https://emmbrookjuniorschool.co.uk> for the latest staff list. It can be found in the 'About Us' section under 'Staff'.

## **Emmbrook Junior School Governance**

Please visit our website at <https://emmbrookjuniorschool.co.uk> for information about the governance of Emmbrook Junior School. It can be found in the 'Governance' section.

## **Emmbrook Primary Schools PTA**

We are extremely lucky at Emmbrook Junior School to have such an active and supportive PTA. They organise a huge number of events for both parents and children throughout the year. Whilst these events are enjoyed by all, they also raise an incredible amount of money for our school. The funds raised are shared between ourselves and Emmbrook Infant School and is used for equipment and educational activities for the children.

Full details of who they are, what they do and how you can get involved can be found in the Additional Information section.

## **Emmbrook Junior School Parents' Forum**

The Parent Forum is an independent role separate to the Governing Body and the PTA.

### **Membership**

The membership of the Forum will be two parents per year group, ideally, with a target of one parent representative from each class, plus a member from the Senior Leadership Team (SLT). Deputies may be sought in the event of absence.

Each class will have one parent representative at the start of the academic year. Volunteers will be sought through the school newsletter. If more than one parent per class volunteers, multiple representatives will be welcome on the Forum.

### **Quorum**

The quorum will be six, of which the Head Teacher or representative of the SLT will be one.

### **Meetings**

Meetings will be held termly.

### **Functions**

- To raise the profile of the school
- To collect and share positive parental feedback with the school.
- To ensure effective communication between home and school.
- To discuss and feedback parental opinions on school issues.
- To seek clarification on school day procedures.
- To raise issues of concern that affect the whole school or a whole school year.
- To gain feedback from parents on topics of particular interest to the school (focus topic).

### **Procedures**

- Meetings to take place termly, ideally in person or alternatively online.
- The Chair of Parent Forum will ask the school office to inform parents of the date of the next meeting and Parent Forum representatives will inform parents through social media channels two weeks before.
- Parents must pass any items to the Forum ideally at least 1 week before the meeting via email (to the Parent Forum email address) or letter. (Verbal discussions or communication via text or social media will not be accepted).
- Items assessed as appropriate for discussion at Parent Forum will be collated by the Chair, who will send to the Head Teacher and the SLT Representative a minimum of 1 week before the meeting.
- Confidentiality will be respected at all times with issues being raised by the class representative anonymously.
- Issues about a specific child, parent, member of staff or class should be discussed with an appropriate member of school staff and not taken to (or addressed) in Parent Forum. (In this instance, the Chair will email the parent to advise them to contact the school directly about the issue.)

- When an issue is raised by one parent only, this will be included in the agenda unless the Chair deems the issue not appropriate for discussion and will inform the parent.
- The Head Teacher, SLT Representative and the Chair will discuss the agenda (and the nature of any issues) prior to its publication so that the school has time to prepare appropriate responses.

## Minutes

The minutes will be written and collated by the parent representatives and sent by e-mail to the Head Teacher for approval and subsequent distribution to parents. The Forum will report minutes of each meeting to the full parent body via e-mail.

## Revision

The Terms of Reference will be reviewed annually by the Parent Forum in the first meeting of each academic year, or as required.

Reviewed and revised February 2023

