

# Handbook for Parents



**Achieving the Best**

**South Petherton Junior School  
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## Welcome to South Petherton Junior School

A warm welcome to South Petherton Junior School. This short booklet is to help you understand routines and procedures across the school.

### School day

Session times

|                   |                              |
|-------------------|------------------------------|
| 9am               | School begins / Registration |
| 10.30am – 10.45am | Morning break                |
| 12.15pm – 1.15pm  | Lunchtime                    |
| 3.30pm            | School ends                  |

### Entrance to site

Parents may choose to drop off via the main Gates on Hayes End or via the back gate on South Street. Children may enter the school site **from 8.45 am; we ask that this is the very earliest that you drop off in the morning** as the site is not supervised until then. This meets our risk assessments and we are grateful for parents for following this. The front double gates are identified for disabled access, allowing wider entry and a flat even surface.

Upon entry, children must first hang up personal belongings such as coats, bags and lunchboxes in the cloakroom/ add to their individual locker. The expectation is to then enter the classroom and settle quietly; they will either read individual books or approach an activity on the Interactive White Board.

### Exit from site

Pick up at the end of the day is managed between two playgrounds to reduce congestion:

|                       |   |
|-----------------------|---|
| <b>Year 3 &amp; 4</b> | <b>Bottom Playground (South Street)</b> |
| <b>Year 5 &amp; 6</b> | <b>Top Playground (Hayes End)</b>       |

Parents may enter the site once the gates are opened from approximately 3.20pm onwards. We ask that parents do not allow their younger children to use the play equipment at the end of the day as we do not offer staff supervision. Thank you for your understanding.

For safeguarding reasons, we ask that you confirm your authorised family members who will regularly pick up; for assurance, we have staff presence on the playgrounds to ensure all children are safe. **Please contact us if there are any difficulties with pick-up.**

### Parking

Although we encourage children to walk to school where possible (we have cycle and scooter racks for pupils in Year 5 & 6 but only upon successful completion of Bikeability training), many parents need to drive on their way to work. We ask parents to respect the zig-zag lines and only park in the identified areas; please do not pull in directly in front of the school gates. For parking near the school, **cars may only be parked parallel to the pavement that runs alongside our grass bank (next to play equipment on school field).** Please be mindful of the Mini-Roundabout restrictions.

### Staffing

Please refer to our school website for an updated list of staff members.

## **Governors**

Please refer to our school website for an updated list of governors.

## **Attendance**

We believe that for a child to reach their full educational achievement a high level of school attendance is essential. Our attendance policy details our expectations and confirms school procedures (see school website). In summary, we follow a phased approach linked to percentage figures and levels of concern; monitoring occurs termly with the LA Attendance Liaison Officer. Where necessary, Parents/carers will receive a termly letter stating any concerns or celebrating progress.

If absence **falls below 90%** (Persistent Absence), more formal processes will begin. Our policy also states our procedure for requests of leave of absence; the law does not grant parents the automatic right to take their child out of school during term time.

## **Absence**

If your child is absent from school for any reason, **please let us know by 9.30am** on the first day of absence; we then expect daily updates if the absence continues. This informs our attendance register. If we do not receive communication, we will make contact immediately for safeguarding reasons.

Remember that the current guidance for sickness is 48 hours to ensure all is clear. If you wish your child to return to school after a period of illness, and they are not sufficiently well to participate in PE, swimming or outdoor games activities, please update us via the office and we will pass on to relevant staff.

## **School communication**

Parents may contact the school in person via the school office or phone / email:

**01460 240172** or **office@southpethertonjuniorschool.co.uk**. Staff are very happy to see parents briefly at pick-up but we ask that parents contact the office for a specific appointment time when a longer conversation is required. **At drop-off in the morning**, named staff are on duty on the top and bottom playground and will listen to any updates or concerns and ensure that the relevant staff are updated; **this prevents the need the parents to enter classrooms where class teachers are managing the transition from home to school.**

Any concerns should be 1<sup>st</sup> raised with your child's class teacher; if a parent feels that they require further support and guidance, an appointment may be requested with the Headteacher.

We will contact parents in a variety of ways: we will use our texting service for quick updates and reminders, use ParentPay to email letters/updates, phone for specific requests and concerns and upload documents via our school website.

*(Please note that due to GDPR, parents must give the school permission to use their email details; we will circulate a permission form upon start at the school).*

We share & celebrate events and news from school every month – **'Let's Celebrate'** is full of photographs and successes and is sent via the ParentPay email. We also ask that parents/carers send in any updates/photographs of successes out of school for our identified section within the celebration.

## **School security**

We provide a safe and secure environment where children and adults can work effectively. Access to the site is restricted within the working day; gates are only open within a short timeframe and then any additional access is only allowed via the office (this has a security system). If medical appointments are necessary, the office must be informed in advance and children will be ready for collection only by an adult. The school site is also secured by security cameras (see CCTV separate policy on school website).

## **Safeguarding**

All children have a fundamental right to be protected from harm and can expect schools to provide a safe and secure environment. Schools must comply with the statutory duty within 'Safeguarding Children & Safer recruitment in Education 2007' to safeguard and promote the welfare of all children by:

- Providing a safe environment and taking reasonable measures to minimise risks of harm
- Providing arrangements to take appropriate action to address concerns relating to the welfare of the child

We have clear policies such as Health & Safety, Behaviour, Anti-Bullying, Medicine and Confidential Reporting. The school has a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead; there is also a Nominated Governor. (Please see the school website for confirmation of staff members).

There is also support and guidance from the Somerset Safeguarding Children Board. The school has adopted their model Child Protection policy and this can be viewed within the 'Policies and Procedures' folder within the Key Information tab.

## **Hot lunches / ParentPay**

The school uses a local contractor, Figs, to provide parents with the option of ordering a hot meal for their child. It uses **ParentPay** for all ordering and payment; the school will first send parents an activation code and instructions so parents can log on to activate their personal account. The deadline for weekly ordering is **Midnight on Monday (This is the week before the meals are served)**.

We would like to confirm that Universal Free School Meals only apply to KS1 (Infants) and parents, if applicable, must apply for Free School Meals at the Junior school. For those receiving FSM, parents **must personally place an order through ParentPay – the school is unable to do this on their behalf**.

In addition, for those children who receive FSM, they will receive a glass of semi-skimmed milk with their Lunch (this meets the requirements of the food standards).

## **Packed lunches**

For those parents who choose to provide a packed lunch, we ask that parents/carers are aware that all schools must adhere to the Food Standards and the school's own Food policy (see website). In summary, children must not bring chocolate bars in their lunch boxes or bring any nuts/nut bars (We are a Nut-free zone due to children with nut allergies). Thank you for your understanding.

### **Break time**

As a Healthy School, we operate a ‘**fruit only**’ policy at break time. If your child would like a snack, please send in fruit / health bars for your child. **Please remember that we are a nut-free zone.**

### **First Aid**

We have trained members of staff who volunteer to oversee first aid. When a child suffers an accident in school, we have a clear protocol to follow:

- Trained 1<sup>st</sup> Aider consulted
- 1<sup>st</sup> Aid administered
- Incident logged in school accident book (Nb: for head injuries, an incident reporting form is issued)
- If in doubt, parents/carers are contacted

### **Medical**

If a child is unwell at school, we will contact parents/carers using the contact information we hold within SIMs; **it is therefore vital that we hold up to date contact numbers at all times.**

Medical conditions/allergies must be confirmed in writing so we can update our internal record systems (Please add to the Data Collection sheet that you will receive).

### **Administration of drugs and medicines**

Only under exceptional circumstances can the school agree to administer drugs or medicines to children, and then only if it is not feasible for parents to visit the school. If it is agreed that medicine can be given in school, it should be brought in by the parent and delivered personally to the office. It should be in the same packaging as it was dispensed, clearly labelled with the contents, owner's name and dosage. **A permission form must be completed.** Under no circumstances will medicines be administered where the child is unfit to be in school or should be excluded where the disease is infectious.

### **Head lice**

The responsibility is now on parents to check children's hair. If nits or lice are found, then please advise us as soon as possible so that we can notify all parents to be extra vigilant. If live lice are found on your child during the school day, we will notify you to organise early collection of your child. The current advice is 'wet combing', although other preparations can be obtained from the chemists.

### **Uniform**

We have a clear Uniform policy which can be found within the Policy section of our school website. In summary, our School uniform is based on the colours bottle green and white. It is available from the ‘South West Schoolwear’ shop in Yeovil and the school also holds a selection of second –hand items (please contact the school Office).

Website: [www.swschoolwear.co.uk](http://www.swschoolwear.co.uk)

Email: [yeovil@swschoolwear.co.uk](mailto:yeovil@swschoolwear.co.uk)

Phone: **01935 478178**

The uniform for girls and boys is as follows:

- bottle green sweatshirt, jumper or cardigan (preferably with school logo)
- grey or black trousers, knee length skirt, tailored shorts, or pinafore / green gingham dress for summer

- plain white shirt, blouse, or polo shirt with collar
- bottle green fleece / waterproof jacket (optional)
- sensible shoes, without high heels [no trainers, knee-high boots or flip flops / backless shoes] – please ensure your child always wears socks for hygiene reasons white, black or grey socks

**PE kit:**

- black shorts/skorts
- plain yellow T-shirt, preferably with school logo (no football shirts)
- trainers
- dark-coloured plain track suit for winter months (optional)
- bottle green hooded sweatshirt with school logo (optional)

***It is essential, for health reasons, that your child has a change of clothing for PE and games. We allow children to arrive at school in PE kit for the day that their class has PE – please check the school website for confirmation of PE day (Nb: on your child’s Class page)***

For health and safety reasons, please ensure that your child does not wear jewellery to school (this includes rubber wrist bands). Where ears are pierced, then plain studs are the safest and only option; these will need to be covered for PE. Nail varnish is not allowed. We reserve the right for staff to remove nail varnish if children fail to remove it after reminders.

Hair must be tied up where the length is longer than the shoulder. This applies to both girls and boys. Please ensure children wear hair accessories that are plain (black or green) and non-decorative eg. No Head bands with large flowers or bows / glitter based items. Hair must not be coloured/highlighted.

**All clothing must be marked** with your child's name, either in pen on the label or a sewn-in name tape. Thank you for your co-operation (school will add initials to the label if we find clothing unmarked).

**Water bottles**

We encourage all children to bring in a **named water bottle** to school. A sports cap top is preferable to avoid spillage.

**Personal belongings**

Some children like to bring in their own pencil case. Please remember to label all contents to aid recognition within the classroom. Other personal belongings are brought into school under the discretion of parents. The school will not be held responsible for any damaged or lost items.

**Rewards and sanctions**

Our Behaviour policy details our approach but, in summary, we reward good behaviour and work with a system of individual House Tokens, School Value certificates and ‘Golden Tickets’ – these are added to the monthly draw.

Totals for each House are shared in WOW Assembly – the winning House will earn ‘extra break’ at 1.15pm on Friday.

You will be notified if your child is chosen for work of the week by an invitation and we look forward to you joining us at our **Friday Assembly at 9.00am** (School Hall).

## **Parental Expectations and Procedures**

Each parent must read and agree the Acceptable User Policy (computers), the Home School Agreement, photographic permission and Parent/Carer Code of Conduct. These are posted on the school website and a copy of the Home School Agreement and Code of Conduct is included at the back of this Handbook.

## **Curriculum**

We offer a curriculum which is balanced and broadly based, promoting the spiritual, moral, cultural, mental and physical development of pupils and preparing pupils for the opportunities, responsibilities and experiences of later life. We share a daily act of collective worship and teach Religious Education across the school.

We are legally required to follow the statutory national curriculum and we make provision for Personal, Social and Health Education (PSHE). Relationships & Sex Education (RSE) is embedded within 'Jigsaw', our PSHE programme.

Your child's Class Page on the School Website will have more detailed information. Our Curriculum tab has specific details for year group curriculum coverage and has our 'School Offer' for each subject (This states our intent & implementation).

## **Reading**

The school uses 'Accelerated Reader' to organise and track reading. Each child completes a Star Reading test to determine their Reading level (ZPD). Children then choose books within a specified level (sticker on book) and complete a short quiz online when the book is finished. Your child's teacher will share this information with you within the start of the new term.

We are proud of our Gallery which holds a variety of additional Fiction and Non-Fiction books; it also celebrates the 'Book of the Month' and showcases outcomes to the monthly creative challenges.

## **School policies**

All statutory policies for our curriculum can be found on the school website.

## **Homework**

Each class has a weekly homework timetable that will be shared within the Class page on the school website.

Alongside the weekly reinforcement of the basic skills in reading and times tables, teachers will set **one creative project per year**. This project will be linked to current themes or curriculum content and will be open-ended in terms of outcome. At the end of a project, there is planned time to celebrate the outcomes within each class.

## **Extra-curricular activities**

We are committed to offering a rich source of learning and we therefore plan for visitors to the school, day visits and a residential trip for Year 6. There may be times however, when the cost cannot be borne solely by the school and voluntary contributions may be requested to ensure that the activity takes place. To help parents/carers financially, the school aims to help subsidise class/school trips and we are grateful for our Fundraising team who help towards this aim.

### **After school clubs**

The school aims to provide a broad range of after school clubs; most clubs run from **3.30pm to 4.30pm**. Parents will be informed at the start of a new term and there will be an overview of both the club offer and year group entitlement; a booking form must then be returned to school. If the number of replies exceeds the number of allocated places, names will be pulled out of a hat to ensure fairness. We will confirm whether or not your child has a place in a club. Children who are unsuccessful in gaining a place will have their names added to a 'Reserve' list.

### **Music lessons**

In addition to our National Curriculum provision, parents/carers may choose to use our peripatetic music teacher who visits the school weekly. More details of additional cost and timings can be requested from the office.

### **Home/School partnership**

We value the important part that parents/carers play in the education of their child; we aim to work in partnership and facilitate this with regular updates and communication.

#### Autumn Term:

- Open Classroom within first fortnight to meet new Class teacher and see classroom
- Parent Evening to discuss progress in more detail and to share targets for learning
- Website update of curriculum content for term

#### Spring Term

- Parent Evening to discuss progress in more detail and to share targets for learning
- Website update of curriculum content for term

#### Summer Term

- Website update of curriculum content for term
- End of Year report

### **Fundraising**

Parents/carers help fundraise in a variety of ways eg. attend meetings, offer ideas, lend time to help at events or by just making a financial contribution. The school updates all parents/carers of events via ParentPay email.

### **Parental support/advice**

We are extremely fortunate to have an experienced and trained member of staff who can provide support (phone call or meeting) and signpost to external agencies. Our 'PHEW' support (Parent Health, Emotional Well-being) is available to all parents upon request – contact us on the playground at drop-off every morning or through the school office.

### **School approach to 'Wrap-around' Care**

Following publication of the Non-statutory Guidance for Wrap-around care (Feb 24), the school has considered the guidance and has reviewed how it currently signposts to Hassockmoor for before and after-school provision. The school confirms they will continue to work with Hassockmoor – details available from the Office.



## **Appendices:**

### **Appendix 1:**

#### **Home School Agreement for South Petherton Junior School**

We believe the success of your child depends upon a partnership between home and school. We ask you to read and sign the following agreement to reflect this partnership.

#### **The School's Agreement:**

##### **We, both as individual staff and as a whole school, will try to:**

- treat your child fairly, care for them and ensure their happiness and safety;
- ensure that your child is well taught and that he/she achieves his/her best in all aspects of school life;
- help your child to develop a sense of responsibility and to be considerate of others;
- provide a full range of subjects and activities to meet your child's individual needs and interests;
- inform you at regular meetings about your child's progress;
- keep you well informed about homework, punctuality, attendance and general school matters;
- be welcoming at all times and offer you opportunities to become involved in the daily life of the school;
- operate a clearly stated behaviour policy which details expectations, rewards and sanctions;
- respond to your concerns and questions as promptly as possible.

#### **The Parent/Carer's Agreement:**

##### **I/We will try to:**

- see that my child comes to school regularly, on time and with the equipment he/she needs;
- support my child with home learning activities and homework;
- encourage my child to read and hear him/her read on a regular basis;
- encourage my child to join in the after-school activities which interest him/her;
- let the school know about any problems which might affect my child's work, behaviour or attendance;
- resolve issues by contacting the school directly, avoiding comments on social media;
- attend parents' meetings and discussions about my child's progress;
- support school policies and rules, and the code of conduct on behaviour;
- comply with the school's uniform code.

#### **The Pupil's Agreement**

##### **I will try to:**

- come to school each day on time;
- bring the things I need every day and look after my own property and that of others;
- wear my school uniform and be tidy;
- work hard and try my best;
- complete homework and return it promptly to school;
- behave well, and be polite, caring and helpful to all adults and other children;
- help to look after the school and keep it tidy;

- be a good ambassador for my school
- Follow the school rules (Be ready, Be respectful and Be safe)
- Follow the school values (respect, self-motivation, care, perseverance and kindness)

## **Appendix 2:**

### **South Petherton Junior School Policy Statement for Parent/Carer Code of Conduct**

#### **Rationale**

- 1 We are a caring school.
- 2 We try our best and are respectful.
- 2 We value our strong relationship with parents and carers.
- 3 We aim to achieve the very best for our children in a mutually supportive partnership between parents, staff and the school community.

As a partnership, our parents understand the importance of a good working relationship to equip their children with the necessary skills for adulthood. For these reasons, we continually welcome and encourage parents or carers to participate fully in the life of our school. To create the best outcomes for children, the relationship between home and school must be based on the principles of care, integrity, trust and mutual respect.

The vast majority of parents, carers and others visiting the school, are keen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude towards the school is expressed, this can result in aggression, verbal and or physical abuse towards members of school staff or the wider school community.

#### **Guiding principles**

1)As well as following the guidance set in our Home /School Agreement and holding the above principles in mind, parents, carers and visitors are reminded:

- To respect the caring ethos and values of the school
- That both school staff and parents need to work together for the benefit of all children in the school
- To resolve issues by approaching staff in an appropriate manner
- To use appropriate language and behaviour with all members of staff and the school community
- To respect school procedures and policy in investigating any identified issues in order to bring about an appropriate solution

2)In order to support a peaceful and safe school environment, the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises
- Using loud or offensive language (racist, sexist, homophobic or transgender) or displaying temper and/or swearing

- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil
- Damaging or destroying school property
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of pupils/parent/staff, at the school on Facebook or other social sites.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).
- Breaching the school's security and safeguarding procedures

*(Nb: This is not an exhaustive list but seeks to provide illustrations of such unacceptable behaviour)*

3)Should unacceptable behaviour occur, the school may feel it is necessary to take action. The school will follow its escalation policy:

1. Meeting with member of staff / Head teacher to resolve the situation through discussion and mediation (Nb:If unacceptable behaviour continues, the meeting will be terminated and the school will ask the parent / carer / visitor to leave the premises).
2. School investigation of identified issues in order to bring about an appropriate solution
3. School response - this will include a written summary of the first parental concern, school investigation, confirmation of action and a reminder of the Parent / Carer conduct.
4. If necessary, the school complaints policy will then be followed
5. If all procedures have been exhausted, and aggression and intimidation continues, a parent, carer or visitor may be banned from the school premises by the Head teacher in consultation with the Chair of Governors for a period of time, subject to review as defined in section 547 of the Education Act (1996). This will be stated in writing.

**Handbook review:**

|     |                  |
|-----|------------------|
| vi  | Sept 2023        |
| vii | <b>Sept 2024</b> |

