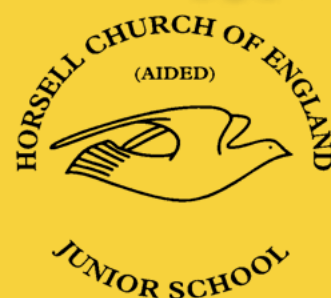




# Parent Handbook

## Horsell Church of England Junior School

Taking you step-by-step through starting school



EVERYONE MATTERS. EVERYONE LEARNS.





# Step 1

## STEP 1: DATA COLLECTION SHEET

### Horsell Church of England Junior School

Please complete and return to the school office.

Legal Surname:		Preferred Surname:			
Legal Forename:		Preferred Forename:			
Middle Names:		Gender:			
Date of Birth:					
Address:					

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile\Email	Work Address Phone/Email
	Name:	Address:	Address:
		Home Tel:	Work Tel:
		Mobile:	Email:
	Relationship:	Email:	
	Name:	Address:	Address:
		Home Tel:	Work Tel:
		Mobile:	Email:
	Relationship:	Email:	

Medical Practice/ Address:

Tel. Number:

Medical Condition(s):

Medical Note(s):

## Welcome

Welcome to Horsell Church of England Junior School and we look forward to getting to know you and your child

## Mrs Steele, Headteacher, says...

It is great news that your son or daughter will be starting at our wonderful school. Thank you for selecting us!

## We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

## Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on (01483) 761531 and we will be happy to help!

## Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Please tear here

Ethnic / Cultural Details				
Ethnicity:				
Nationality:				
Country of Birth:				
First\Home Language:				
Religion:				
Dietary Needs:				
Meal Arrangement				
Please tick the appropriate choice				
<input type="checkbox"/> Free School Meal	<input type="checkbox"/> Paid School Meal	<input type="checkbox"/> Sandwiches		
Travel Arrangements				
If the above information is incorrect, please tick the appropriate choice				
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Walk	<input type="checkbox"/> Taxi	<input type="checkbox"/> Car Share
Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.				
Parent / Guardian Signature:			Date:	

Step 1

Please tear here

Step 2

Please tear here

MONEY, MONEY, MONEY ..  
..... WHERE IT COMES FROM  
..... AND WHAT IT’S SPENT ON

DELEGATED BUDGET

RUNNING COSTS

The money to cover the running costs of the school comes in the delegated budget from the Department for Education via the local authority, Surrey County Council. The amount we receive is largely based on the number of pupils in the school.

For the financial year 2015-2016 our delegated budget was £1,223,586.

These are the budget headings under which the money was spent:

- Staffing, staff development and training
- Insurance and rates
- Books, equipment, ICT and consumables
- Bought-in professional services
- Capital projects
- Buildings and grounds maintenance
- Administration
- School catering service

Each primary school also receives two separately defined streams of additional funding - the Pupil Premium and the Sports Premium. Details of how these funds were spent are available on the school website or from the school office.

CAPITAL PROJECTS

The money for new buildings or major refurbishments comes from the Department for Education via Guildford Diocese. As a church school we are obliged to fund 10% of the cost of any capital project - the most recent example was the refurbishment of the water tower. Historically governors provided the 10% through the Governors’ Fund (see below) but in recent years we have managed to meet these costs from our delegated budget.

SCHOOL FUND

This is used to take in money paid for school outings and residential journeys and then to pay the bills for travel and other costs. The account is also credited with any commissions the school receives from school photographers and school uniform suppliers. None of the money in the school fund comes from the government and the use of any surplus money in the account is at the discretion of the school for particular projects, for example the pond relocation and wild life project scheduled for this summer, or supporting families with the cost of trips.

GOVERNORS’ FUND

This is a separate account which has charitable status because Horsell Junior is a church school. The money comes from St Mary’s Church (for some years this has been a contribution of £3,000, decided annually) and from parents, many of whom donate by gift aid so that we can claim back money from HMRC to make their donations go further. Donations from the Governors’ Fund to the school will cover the cost of redesign and development of our pond and nature area.

PARENT TEACHER ASSOCIATION

Our joint PTA, shared with Horsell Village School, raises thousands of pounds each year, and the money is split between the two schools. Recently we have received funding for a set of 8 Learnpads.



Governors' Fund

As our school is voluntary aided, the government funds only 90% of the cost of any building work so governors have to raise the remaining 10%. Sometimes we can do this by making savings from the school budget but we also rely on generous contributions from parents and friends of the school.

We have suggested in the past that people might consider contributing a minimum of £10 per family, ideally by standing order over the four years that your child will attend the school, but obviously any donations, large or small, are very welcome. Please send your contribution in an envelope to the school office marked "Governors' Fund". If you pay income tax we will be able to claim money back from HMRC and make your gift go even further so please complete the slip at the bottom of the page and return with your donation.

Thank you.

HORSELL CHURCH OF ENGLAND JUNIOR SCHOOL

GOVERNORS' FUND

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

I am a UK taxpayer intending tax to be reclaimed on the enclosed donation made under the Gift Aid Scheme ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make cheques payable to 'Horsell C ofE School Governors' Fund' or complete the form below to pay by standing order.

STANDING ORDER INSTRUCTIONS

Please complete below the details of your bank account

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Sort code Account number: \_\_\_\_\_

Account holder: \_\_\_\_\_

Account to which payments are to be made: Horsell C of E School Governors at Lloyds

Bank, 32 Commercial Way, Woking

Sort code 30-99-80 Account number 00228730

Please pay to the above account £\_\_\_\_\_ on the \_\_\_\_ day of each month/quarter/year\*

First payment to be made on \_\_\_\_\_ Last payment to be made on \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Step 2

Step 3



Free School Meal Eligibility & Pupil Premium Application Form

**Your completion of this form enables the school to check for Free School Meal Eligibility and also if additional money (Pupil Premium) can be claimed from the Government.**

Pupil Premium is the additional funding given to schools for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. Further information about how the school spends these monies can be found on the school website.

Free School Meals can be provided if parents/guardians meet the eligibility criteria 1 overleaf.

**We urge you to complete this form even if your child does not take a school meal.**

To register please complete the boxes below using black ink and BLOCK CAPITALS and return it to your school

	Parent/Guardian 1										
First Name						Last Name					
Date of Birth	DD			MM			YYYY				
National Insurance Number OR											
National Asylum Support Service (NASS) Number			/			/					

	Parent/Guardian 2										
First Name						Last Name					
Date of Birth	DD			MM			YYYY				
National Insurance Number OR											
National Asylum Support Service (NASS) Number			/			/					

Child(rens) Name(s)									
---------------------	--	--	--	--	--	--	--	--	--

For eligibility criteria please see overleaf

**DECLARATION:**  
I confirm that the details supplied are correct and agree that the school can use the information provided to process my application for Free School Meals and / or Pupil Premium by contacting Babcock 4S, who will check entitlement via a secure government website.  
I understand that I am responsible for informing the school immediately if I stop receiving one of the qualifying benefits and that my child(ren) may not be entitled to receive free school meals.  
By signing this form I am confirming that I have read and fully understood the above declaration.  
  
Signed:.....  
  
Date:.....  
  
**N.B. This form must be signed by the person who is in receipt of any of the qualifying benefits**

Please tear here

Please tear here

ELIGIBILTY CRITERIA 1 – DOES EITHER PARENT RECEIVE ANY OF THE FOLLOWING?	
IF YES PLEASE TICK RELEVANT BOX BELOW	<input checked="" type="checkbox"/>
• Income support	<input type="checkbox"/>
• Income based Jobseeker's Allowance (IBJSA)	<input type="checkbox"/>
• Income related Employment and Support Allowance (IRESA)	<input type="checkbox"/>
• Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
• The Guaranteed element of State Pension Credit	<input type="checkbox"/>
• Child Tax Credit, provided you're not entitled to Working Tax Credit and have an annual gross income (as assessed by HM Revenue & Customs) that does not exceed £16,190  N.B. If you receive WORKING TAX CREDIT you do not qualify even if you receive child tax credit and your income is below £16,190	<input type="checkbox"/>
• Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit.	<input type="checkbox"/>
• Universal Credit	<input type="checkbox"/>

• Are either or both parents members of HM Armed Forces or in receipt of a child pension from the Ministry of Defence?	<input type="checkbox"/>
• Has your child been adopted (e.g. from Local Authority Care) or is your child under a special guardianship, child arrangement or a residence order?	<input type="checkbox"/>
• Has your child been looked after by Social Care for at least 1 day?	<input type="checkbox"/>

Please tear here

Step 4

Step 5

Home-School Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Everyone Matters-Everyone Learns at Horsell CofE Junior School

We aim to foster an enthusiasm for learning and life ensuring every child’s potential is developed within the security of our school family. As part of the wider Christian family our inclusive motto ‘Everyone Matters - Everyone Learns’ welcomes and values each individual.

OUR SCHOOL WILL:

- ✓ Take care of the children and keep them safe
- ✓ Help children to achieve their best academically and socially
- ✓ Encourage the children to take care of their surroundings and others around them
- ✓ Encourage the children to keep the school’s rules
- ✓ Regularly inform families about school activities and their child’s progress
- ✓ Encourage families to be involved in the life of the school

Head Teacher signature\_\_\_\_\_

THE FAMILY WILL:

- ✓ Make sure my child attends school regularly and on time
- ✓ Let the school know about any concerns or problems
- ✓ Make sure my child is in uniform and brings the necessary school equipment
- ✓ Support my child with homework and other opportunities for home learning
- ✓ Support the school’s policies and guidelines for behaviour
- ✓ Attend parents’ evenings and discussions about my child’s progress
- ✓ Encourage my children to take part in extra curricular activities

Parent/Carer signature\_\_\_\_\_

I WILL:

- ✓ Arrive on time for school in the correct school uniform
- ✓ Bring the equipment that I need each day
- ✓ Try hard with all my school work and homework
- ✓ Respect adults and children be polite and helpful
- ✓ Take good care of our school environment (including equipment and facilities)

Childs signature\_\_\_\_\_

Please tear here

CONSENT FORM - PHOTOGRAPHY, THE USE OF IMAGES, THE INTERNET AND THE SCHOOL WEBSITE

During the course of the school year there may be opportunities to publicise some of the activities your children are involved in. These images may be used in the local media or for our own purposes such as displays, school prospectus or our school website. Children’s names would only ever be published if there was a particular reason for doing so e.g. a prize-winner, but home details would NEVER be given out. We believe that positive publicity benefits all involved but nevertheless we will not involve your child without your consent.

Could you please take a few minutes to fill in the form below. (You may withdraw your consent at any time in writing)

Name of Child

Signature of person responsible

	Consent given	Yes	No
I understand that images may be taken of my child as follows by school staff to use in displays and publicity material for the school	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
For use on school website (NB this would also include photos on the schools ‘Twitter accounts’ )	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
By the local media to show the school in a positive light NB newspapers insist on printing names	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
I agree to allow my child off the school premises during the school day for class activities in the local area	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
I grant permission for my child to use the internet with supervision	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Consent for use of internet

Developing the ability to research information from the internet in a safe environment is an important life skill and part of the National Curriculum. Within school we access the internet via a provider who has been recommended by Surrey County Council with a good filtering service.

PTA Consent

“I/We agree that my e mail address and/or phone number (\*please delete if you would prefer one or other) can be passed directly to the Class Representative(s) of my child’s class for the purpose of informing me of any information which is relevant to my child’s class (for example, but not limited to social events, obtaining volunteers for class/school events, information about Parent Teacher Association events).

I understand that my e mail address/phone number will be shared with other parents/carers of my child’s class in the circulation of such e mails by the Class Representative.

I agree that my e mail address/phone number is stored and passed to the Class Representative for each year that my child is in attendance at the Horsell Junior School.

I am also aware that I can withdraw my information at any time.

Signature

Please tear here

Key information

What are our school times?

8.30am: children in Year 3 and 4 wait on the lower school playground, and Year 5 and 6 wait on the Year 5 playground. The children may go into their classrooms from 8.40am, or continue to play until 8.45am when all children are expected to make their way into class ready to start work at 8.50am.

- 8.50am to 10.45am: morning lessons.
- 10.45am - 11.00am: break time.

Lunch time

- Years 3 and 4: 12 noon -12.50pm
- Years 5 and 6: 12.20pm - 1.10pm

3.10pm: school finishes. Please collect your children promptly from their respective school playgrounds

Breakfast and After School Clubs  
Breakfast Club

‘NT Sports’ operate the ‘Rise and Shine Breakfast Club’, which offers early morning childcare provision on site. Children will receive a breakfast (bread, cereals, fruit and juices) and have the opportunity to participate in fun sports, challenges and games. Every child will be supervised by a sports qualified, DBS checked, first aid trained and fully insured member of staff. The club starts at 7.30am and breakfast is served between 7.30am and 8.10am. Cost is £5 per session.

For further information, or to register and pay online, please visit the ‘NT Sports’ website <http://www.ntsports.co.uk>. Alternatively, you can contact Nathan on 07810786659, or email [info@ntsports.co.uk](mailto:info@ntsports.co.uk)

After School Club

The ‘Horsell Village After School Club’ is organised by a committee of parents. It offers a secure and enjoyable environment in which children can play, study, relax and have a snack. The club is run onsite in ‘Redwood’ classroom. It runs from 3.00pm to 6.00pm every school day. Regular and ad-hoc sessions are available. For further information, or to register, please contact Mrs Timblich, Manager, on 07760 342139.

The cost is £12.00 per session per day, payable on receipt of a half-termly invoice. Payment can be made via approved child care vouchers, BACS or cheque. Light snacks are available at the start of every session. An evening meal is not provided. The staff are able to cater for any special dietary requirements but we will need to know in advance if your child has any known food allergies.

The breakfast club and afterschool club are run by outside agencies.

Arrivals and departures

Children should not arrive at school before 8.30am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school. The front gate and external doors will close promptly at 8.50am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as ‘late.’

Uniform

We expect all parents to provide school uniform and to adhere to the school uniform policy. Shirts are to be tucked in and jumpers not to be tied around the waist. PE Kit should be kept in a named bag and all items of clothing should be clearly marked with

the child’s name. It is important that kit is always in school. We keep a number of items, such as jumpers, ties and PE kit, in stock at the School. Our order form can be found on our website <http://www.horsell-junior.surrey.sch.uk/> under ‘Parents, ‘Uniform’ in the top menu bar.

Alternatively, all uniform items can be purchased at Valentino Schoolwear in Knaphill. You can order items direct from their website, <http://www.valentinoschoolwear.com/>, or contact them by telephone on (01483) 475051. They will deliver orders free of charge to Horsell Junior during term time. Water and sun protection are encouraged. If families need help towards the cost of school uniform please let us know and we can provide further information. Our uniform consists of:

**Girls Winter** (Winter uniform should be worn from October half term)

- Shirt white to be worn with school tie: Royal Blue and Gold.
- Jumper Royal blue V neck with school logo.
- Skirt mid-grey Knee length (no culottes/divided skirts etc) or mid-grey Trousers (not black). Socks/tights white or grey.
- Shoes black leather strong sensible (no boots or trainers).
- Fleece (with school logo optional).

Girls Summer

- Dress (no two piece outfits) royal blue and white gingham (check).
- Skirt grey or boys shorts (optional).
- Shirt white short sleeve open neck (summer only).
- Sun hat.

Girls - PE and Games

- White school t shirt with logo.
- Blue shorts.
- Blue tracksuit with logo (optional).
- Trainers and spare socks (especially for girls who wear tights).

**Boys Winter** (Winter uniform should be worn from October half term)

- Shirt white to be worn with school tie.
- Royal Blue and Gold.
- Jumper Royal blue V neck with school logo.
- Trousers mid-grey (not black).
- Socks grey.
- Shoes black leather strong sensible (no boots or trainers).
- Fleece (with school logo optional).

Boys Summer

- Shorts mid-grey (not black).
- Short sleeve white shirt to be worn with school tie. During very hot weather, pupils may remove their tie after assembly and replaced before going home.
- Black school shoes with laces, slip-on, Velcro or buckle fastening are acceptable. Lightweight shoes are acceptable for the summer months. No sandals, as these provide poor support and protection and are inadequate on wet playgrounds!

Boys - PE and Games

- White school t shirt with logo.
- Blue shorts.
- Blue tracksuit with logo (optional).
- Trainers, spare socks.

Clothing recommended for swimming

- Girls - one piece swimming costume and swimming hat (hats can be purchased from the school office)
- Boys - swimming trunks and swimming hat (hats can be purchased from the school office)

Children work barefoot indoors unless they have a foot infection. Children should not borrow other children’s PE / games kit.

Coats

We do not specify a uniform coat but during the winter it is important that children have their coats in school. As well as break-time and lunchtime there may be other times when pupils are working outside the classroom and for all these occasions they will require a coat.

Hats

We encourage the wearing of a hat during the summer term for protection against the sun. A hat with the school logo may be purchased from the school office. Children may wear hats to school at other times of the year if they wish to do so. Please ensure all clothing is labelled with your child’s name.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook meals on-site in our modern kitchen and provide children with a delicious hot school meal. A vegetarian option is available. Free school meals are available to those children who are in receipt of certain benefits. If you think your family may be eligible please speak to the school office. If your child has a special diet due to dietary or medical needs please complete a form which is available from the office. If you think you are entitled to free school meals, please complete the form on page 7/8.

Dinner money

We have received notification from Surrey County Council informing us that all meals must now be paid for in advance. As a school we cannot allow a debt to accumulate. We would appreciate your cooperation with this matter and would be grateful if you could ensure your child’s meals are paid for promptly. Dinners can be paid termly or also weekly on a Monday. Half a term’s notice must be given to change from school lunches to packed lunches. Cheques should be made payable to Surrey County Council. You may also pay for school meals via WisePay using the link on the home page of the school website [www.horsell-junior.surrey.sch.uk](http://www.horsell-junior.surrey.sch.uk)

Packed lunches

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Definitely no glass containers for drinks please. We are a nut free school.

Fruit and drinks

Children may bring in a healthy snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.



# Frequently Asked Questions

HERE ARE OUR ANSWERS TO, WHAT WE FIND ARE, THE MOST FREQUENTLY ASKED QUESTIONS. IF YOU HAVE ANY QUESTIONS THAT ARE NOT ANSWERED HERE, PLEASE CONTACT THE SCHOOL OFFICE AND WE WILL BE HAPPY TO HELP!

## Absence

We are committed to promoting the welfare of your child through regular school attendance. The school staff, alongside the LA, knows that every day lost to education can have a serious impact on your child's attainment and overall progress in school. We are therefore fully committed to promoting school attendance by providing an environment and ethos where children feel safe and can build positive relationships with their peers. We do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

### Attendance Rewards

- If a child achieves 100% attendance in a term, they receive a gold certificate
- 97%-99% attendance receives a silver certificate
- 95%-96.9% attendance receives a bronze certificate

This means a child could achieve three gold certificates per academic year. The school gates close promptly at 8.50am. Anyone arriving after this time will be marked as late and this will affect their attendance calculation.

### Contact the office

If your child is unable to attend school please notify the school office, either by telephone or by email by 9.15am on the first morning of absence. A written note is also required if your child is unable to take part in PE. You can email the office using the following email address: [office@horsell-junior.surrey.sch.uk](mailto:office@horsell-junior.surrey.sch.uk) or telephone (01483) 761531

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

## Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

### Request for absence

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

## Jewellery, Watches and Hairstyles

Makeup and nail varnish may NOT be worn in school and we do not allow the wearing of jewellery except a watch. We request hairstyles are sensible and appropriate for school. We do not allow unnatural hair colourants or shaved designs.

## Clubs and activities

The School offers a range of extra curricula activities to extend learning, many of which are offered free of charge. Examples include:

- Basketball.
- Choir.
- Cookery.
- Creative Reading.
- Dodgeball.
- Drama.
- Fencing.
- Golf.
- ICT.
- Judo.
- Mandarin.
- Athletics.
- Netball.
- Orchestra.
- Prayer Group.
- Recorder Group.
- Tag Rugby.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

## Special Educational Needs

We are a mainstream, inclusive school that fully complies with the requirements outlined in the Special Educational Needs Code of Practice (2014). Staff have been trained, so as to be able to cater for learners who may have difficulties with:

- Cognition and Learning.
- Communication and Interaction.
- Social, Emotional and Mental Health.
- Sensory and/or Physical Health.

We make reasonable adjustments to our practices, so as to comply with the Equality Act (2010). Mrs Collett is the SENCO. She can be contacted via the School Office on (01483) 761531, or by E-Mail at [f.collett@horsell-junior.surrey.sch.uk](mailto:f.collett@horsell-junior.surrey.sch.uk)

### Policy

The Special Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities.

### Additional support

Pupils identified as having SEN are, as far as is practicable, fully integrated into mainstream classes. Every effort is made to ensure that they have full access to the National Curriculum and are involved in all aspects of school life. The SENCO in collaboration with the class teacher decides the action required to help the pupil progress and will seek support from outside support services where necessary.

## Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be obtained from the school office or by visiting our website <http://www.horsell-junior.surrey.sch.uk/>. The policy is located under 'General Information' and 'Policies' in the right hand menu.

## Emergency arrangements

The School will only be closed when exceptional circumstances make it absolutely necessary and when it is in the best interest of the pupils, i.e. snow, floods, power failure, widespread illness, or pandemic, etc. In the event of an emergency school closure, the School will make the announcement via the School and County Council website.

# Frequently Asked Questions

It will also be broadcast on the following radio stations:

- BBC Southern Counties Radio on 104.0 and 104.6 FM.
- The Eagle Surrey on 96.4 FM.
- Eagle Extra (previous County Sound) on 91.5 FM and 156.6 MW.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible (within an hour). Please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

It is important that we have current contact details for all parents/guardians, so that we can contact you via text and/or email, if necessary. Please notify any changes to the School Office on (01483) 761531, or alternatively complete our online form, 'Update Contact Details' which can be found under 'Parents', 'Forms and FAQ', 'School Closure' on our website <http://www.horsell-junior.surrey.sch.uk/>.

## Medicine in school

Should your child require medication during the school day, a medication notification form is required. School staff are only authorised to administer medication prescribed by a doctor. Non-prescription medicines may be given by parents throughout the school day. The medication form is available for parents to complete from the school office or via the website: <http://www.horsell-junior.surrey.sch.uk/>. Locate the form under the parents section in the top menu bar: 'Parents', 'Forms and FAQs', 'Forms', 'Medication Request Form'. In addition to signing the 'Child Medication Request Form' we may also require your child to sign the form when self-medicating, i.e. if they use an inhaler.

Please note it is the responsibility of the child to come to the office and request their medicine.

### Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

### Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents please on a regular basis.

# WORKING WITH PARENTS

## Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. Regular helpers are obliged to fill in a DBS clearance form.

## Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

### Parent's Evenings

Regular parents' evenings are held throughout the school year. These are an opportunity for you to come into school and meet with your child's teacher to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher.

### News and Newsletters

Our website is a great resource for keeping updated with events at school. You'll find regular updates in the 'News' section of our website. The 'Junior Informer' is our school newsletter. You can access it via our website: <http://www.horsell-junior.surrey.sch.uk/> under the 'News' section in the main menu bar.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

## Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

### Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.





Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Horsell C of E Junior School we believe policies are vitally important as they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to

<http://www.horsell-junior.surrey.sch.uk/> and visit 'Our School', 'General information' and 'policies' in the right hand menu.

Key policies

Some of our key policies are:

- Anti-bullying Statement
- Attendance
- Behaviour Policy
- Charging and Remission Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Gifted and Talented Policy
- Home School Agreement
- SEN and Accessibility Policy
- School Trip Policy
- Uniform Policy
- Use of Mobile Phones by Pupils Policy



STEP 1

STEP 2

STEP 3



AUTUMN

First half term: Monday 4th September 2017 to Friday 20th October 2017  
Half Term: Monday 23rd October 2017 to Friday 27th October 2017  
Second half term: Monday 30th October 2017 to Thursday 21st December 2017  
Christmas Holidays: Friday 22nd December 2017 to Wednesday 3rd January 2018

SPRING TERM

First half term: Thursday 4th January 2018 to Friday 9th February 2018  
Half Term: Monday 12th February 2018 to Friday 16th February 2018  
Second half term: Monday 19th February 2018 to Thursday 29th March 2018  
Easter Holidays: Friday 30th March 2018 to Friday 13th April 2018

SUMMER TERM

First half term: Monday 16th April 2018 to Friday 25th May 2018  
Half Term: Monday 28th May 2018 to Friday 1st June 2018  
Second half term: Monday 4th June 2018 to Monday 23rd July 2018

Inset Days:

Monday 4th September 2017  
Tuesday 5th September 2017  
Monday 19th February 2018  
Friday 29th June 2018  
Monday 23rd July 2018





# MISSION STATEMENT

At Horsell Church of England Junior School, we are a Christian family where we foster an enthusiasm for learning and life through our inclusive motto; 'Everyone Matters – Everyone Learns'.

# VISION STATEMENT

At Horsell Church of England Junior School, we aim to develop an environment which provides children with the skills to become independent lifelong learners. We will encourage the children to take a pride in themselves and recognise their role within the community.

# AIMS

To build an effective, creative and high quality learning environment by sharing our values and ethos within the school and the wider community.

To recognise the importance of personal, social, emotional and spiritual aspects of learning and promote positive behaviour for living and learning.

Focusing on our motto: 'Everyone Matters – Everyone Learns'.

To create a culture of success where each individual is empowered to achieve high standards by using different learning strategies and taking into account individual strengths.

To maintain a culture of respect and tolerance for everyone's individuality. We celebrate the differences that children bring with learning, home languages, faiths and ethnic backgrounds.

Our ethos of Christian belief permeates all aspects of curriculum and school life, especially when thinking about ourselves, others and the wider world.

We encourage a sense of responsibility towards our own and each others' belongings and the environment.

We actively work in partnership with families and the wider community to foster self-esteem and individual success. We involve parents and carers in the life of the school, sustaining and further developing our community links so that the school becomes a positive influence in the community.



Horsell C of E Junior School  
Meadway Drive, Horsell, Surrey, GU21 4TA

Contact  
School Office  
Telephone: (01483) 761531  
E-Mail: [office@horsell-junior.surrey.sch.uk](mailto:office@horsell-junior.surrey.sch.uk)  
Web: [www.horsell-junior.surrey.sch.uk](http://www.horsell-junior.surrey.sch.uk)

For specific enquiries and matters relating to your child, please contact the School Office by telephone, or E-Mail. We will endeavour to respond to all queries as quickly as possible.



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EVERYONE MATTERS. EVERYONE LEARNS.