



Courage, Growth, Passion,
Respect, Togetherness



**SQUIRRELS HEATH
JUNIOR SCHOOL**



Parent Handbook

Taking you step-by-step through starting Junior school

Proud to be me

Key Information

What are our school times?

- Start of the day: 8.50am.
- Morning break: 10.30am -10.45am.
- Lunch break: 12.10noon-1.10pm.
- End of day: 3.15pm.

Arrivals and departures

Teachers are in their classrooms from 8.30am and children enter the school building as soon as they come in through the gates. Please therefore ensure that your child arrives at school between 8.30am and 8.45am to enable them to get to class for registration. Any pupils who arrive after 8.50am are marked in as late and must report to the School Office.

Any children arriving after 9.20am are given an unauthorised absence mark. It is therefore very important that you advise the school office if your child has an appointment or a valid reason for arriving at school after 9.20am so that they are given the correct mark.

End of the school day

Late collection of pupils is distressing for the child concerned and also causes difficulties for staff who have to attend meetings and have other duties after school. Please be considerate and ensure that children are collected promptly.

Parking

We would like to remind parents that it is illegal to park on the zig zag lines outside school between 8.15am and 9.15am and 3.00pm and 4.15pm. To help ease congestion in Salisbury Road we would like to urge all parents to walk their children to and from school. If walking is not possible, please consider parking further afield and walk the remainder of the journey.

Wraparound Clubs

Breakfast Club

This club takes place in the Infants School hall and runs from 7.30am every day. It is used by children in both the Infant and Junior schools. Bookings and payments are requested half termly in advance. The menu is healthy and there are a wide range of games and activities provided. Please speak to a member of our Infant School Office team for more details and registration.

Abacus After School Club

This club is open Monday to Friday until 6.00pm (term time only) and is privately run. Your children will be looked after in a caring, stimulating and safe environment by qualified

experienced staff. If you would like more information please phone 07903 708764 or email info@abacusafterschoolclub.co.uk between 9.30am and 6.30pm Monday to Friday. This provision is available to both Infant and Junior School children.

Uniform

Our school uniform is kept as simple and practical as possible and our children are very proud to wear it. Our school uniform is one of the ways in which we encourage the children to feel part of the school and we do expect the cooperation of parents in maintaining the uniform throughout the school year.

Our uniform

Girls

- White blouse, polo shirt or white roll neck jumper.
- Red sweatshirt, fleece, jumper or cardigan.
- Grey skirt or grey pinafore dress.
- Black, grey or red tights or white socks.
- Black flat shoes (no high heels).
- Black or grey trousers.

Summer (optional)

- Red gingham dress.
- White socks.

Boys

- White shirt or polo shirt.
- Red sweatshirt, fleece, or V-neck jumper.
- Grey trousers.
- Dark socks.
- Black shoes - Lace up, Velcro or Slip-On allowed.

Summer (optional)

- Grey tailored shorts.

P.E. / Games Clothing: Indoors (Hall)

- White T-shirt (or leotard for girls) and red shorts.

Outdoor: games/athletics

- T-shirt (white) and red shorts (or games skirt for girls).
- Dark Plain Tracksuits (cold weather) or games skirt for girls.
- Plimsolls.

Swimming (year 5)

- Girls: swimming costume (No bikinis).
- Boys: swimming trunks (No shorts).
- Swimming cap.
- Towel.

Please ensure all items of uniform are named.

- Hair: – long hair (both girls and boys) should be tied back (no bows).
- Sports bags:-due to the lack of storage space it would be appreciated if sports bags could be kept to a minimum size.
- Nail polish: - children are not to wear nail varnish to school, please ensure that this is always removed before school.

Where to buy

Havering Schoolwear (01708 767890) and My Clothing.com can supply items of school uniform printed with the 'Squirrel' logo. Links to both suppliers are available within the school uniform section on our school website www.shj.havering.sch.uk. You can also visit Havering Schoolwear at 160-162 Hornchurch Road, Hornchurch, RM11 1QH.

Food in school

School dinners

The Havering School Meals Service provides nourishing and well balanced lunchtime meals. We offer a choice of three different meal options each day and the school dinner menus can be viewed on our school website: www.shj.havering.sch.uk.

Dinner money

School lunches are charged at £2.20 per day, which is payable in advance via our online payment system-sQuid. This online system makes it easier for parents to make payments and top up. A unique registration code and information on how to log on will be provided to you by the school office once your child is on roll. Details about how to use the system are also on our school website.

Free school meals

Children are not automatically entitled to Free School Meals in the Juniors. If you think your child may be eligible, please visit our website www.shj.havering.sch.uk and click on the 'Apply for Free School Meals' tab on the Homepage for more information.

Packed lunch

If you decide to give your child a packed lunch please choose healthy options. Chewing gum, fizzy drinks, sweets and chocolate bars are not allowed in school. We are a NUT FREE school and we ask that you do not send your child into school with any nut-based products or products which may contain nuts.

Break-time and drinks

Children may bring a healthy snack such as a piece of fruit or vegetables to eat at break time. We encourage children to drink water regularly during the day.

STEP 1: CONFIDENTIAL INFORMATION FORM FOR NEW PUPILS

Squirrels Heath Junior School

(Please complete form and return to the School Office.)

CHILD'S NAME:	DOB:
Address:	CLASS:
Post Code:	(For Office use only)
Email Address:	Birth Certificate seen Y/N
Admission Date:	UPN:

Mothers Full Name:	
Address If different from above:	
Post Code:	Telephone Home:
Email Address:	Telephone Mobile:
Telephone Work:	Email:
<input type="checkbox"/> I give / <input type="checkbox"/> do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.	

Fathers Full Name:	
Address If different from above:	
Post Code:	Telephone Home:
Email Address:	Telephone Mobile:
Telephone Work:	Email:
<input type="checkbox"/> I give / <input type="checkbox"/> do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.	

Name & Address of Previous School:	
Telephone:	

Additional Contact Name 1:	
Address If different from above:	
Post Code:	Telephone Home:
Email Address:	Telephone Mobile:
Telephone Work:	Email:

Additional Contact Name 2:

Address If different from above:

Post Code:

Telephone Home:

Email Address:

Telephone Mobile:

Telephone Work:

Email:

I confirm that I have gained consent from the above, to share their contact details with you.

Signed (Parent / Carer)

Date:

First Language:

Religion:

(first language child exposed to when born)

No. Of **Older** Siblings:

No. Of **Younger** Siblings:

Any Other Relevant Information:

Please study the list below and **tick one box only** to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

WHITE

☐ BRITISH

☐ GYPSY/ROMA (not circus, fairground or new age traveller)

☐ ALBANIAN

☐ KOSOVAN

☐ WHITE EASTERN EUROPEAN (not otherwise listed)

☐ WHITE WESTERN EUROPEAN

☐ IRISH

☐ BOSNIAN-HERZEGOVINIAN

☐ SERBIAN/YUGOSLAVIAN

☐ TRAVELLER OF IRISH HERITAGE

☐ ANY OTHER WHITE BACKGROUND

☐ CROATIAN

☐ GREEK/GREEK CYPRIOT

☐ TURKISH/TURKISH CYPRIOT

☐ WHITE OTHER

MIXED/DUAL BACKGROUND

☐ WHITE AND BLACK CARIBBEAN

☐ WHITE AND ASIAN

☐ WHITE AND BLACK AFRICAN

☐ ANY OTHER MIXED BACKGROUND

ASIAN OR ASIAN BRITISH

☐ INDIAN

☐ PAKISTANI

☐ BANGLADESHI

☐ ANY OTHER ASIAN BACKGROUND

BLACK OR BLACK BRITISH

☐ CARIBBEAN

☐ NIGERIAN

☐ ANY OTHER BLACK BACKGROUND

☐ AFRICAN

☐ SUDANESE

☐ GHANAIAIN

☐ OTHER BLACK AFRICAN

☐ SOMALI

☐ CHINESE

☐ ANY OTHER ETHNIC BACKGROUND:

☐ I do not wish an ethnic background category to be recorded

This information was provided by ☐ parent/guardian ☐ pupil

Please return the form to the school within four weeks

Signature of Parent /Guardian:

Date:

Step 1 - 2
Step 3

Child’s Doctor:

Telephone:

Name & Address of Surgery:

Medical History:

Any Known Allergies/ Dietary requirements:

Does your child suffer with any medical conditions e.g. asthma, eczema, fits:

Does your child take any prescribed medication (please give details):

If your child needs to take any prescribed medication (e.g. asthma inhaler) you must complete a medical form (MED1) which is available from the school office. In cases where pupils have been prescribed medication by a doctor, which they need to take after they are well enough to return to school, we ask parents to come in to administer this medicine wherever possible. If this is impossible please speak to the school office to make arrangements for the medicine to be administered in your absence. When pupils need medication for long term conditions, arrangements can be made for this after speaking to the SENCO. Any other medical information you feel we should know (please include operations, hospital stays, concerns about sight, speech and hearing etc)

Medical Emergency:

In the event of more serious incidents, which we think might require hospital treatment or advice from other professionals, we will contact parents immediately. However, we also require your permission to seek emergency advice or treatment just in case we cannot make contact with you.

I give permission for school staff to seek emergency advice or treatment.

Signed

(Parent / Carer)

Date:

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STEP 4: Online-safety agreement form: Parents
Squirrels Heath Junior School

Internet and computing:
As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my daughter / son access to:

- the Internet at school
- the school’s chosen email system
- the school’s online managed learning environment
- Computing facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child’s computer files and the Internet sites they visit at school and if there are concerns about my child’s e-safety or e- behaviour they will contact me.

Use of digital images, photography and video: I understand the school has a clear policy on “The use of digital images and video” and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites: I understand that the school has a clear policy on “The use of social networking and media sites” and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

My daughter / son name(s):	
Parent / guardian signature:	Date:

The use of digital images and video
To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:
If the pupil is named, we avoid using their photograph.
If their photograph is used, we avoid naming the pupil.
Where showcasing examples of pupils work we only use their first names, rather than their full names.
If showcasing digital video work to an external audience, we take care to ensure that pupils aren’t referred to by name on the video, and that pupils’ full names aren’t given in credits at the end of the film.
Only images of pupils in suitable dress are used.
Staff are not allowed to take photographs or videos on their personal equipment.

STEP 5: Photos and videos Consent
Squirrels Heath Junior School

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website. Please tick the relevant box(es) below and return this form to school. Use of photos I am happy for the school to take photos of my child for use within school i.e. internal displays and school workbooks. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given I am happy for photos of my child to be used on the school website. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given	I am happy for photos of my child to be used in the school newsletter. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given I am happy for photos of my child to be used in printed school materials, for example, the school prospectus. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given I am happy for photos of my child to be used in the media, for example local newspapers. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given I am happy for the school to use videos of my child for promotional purposes, such as on the school website. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given I am NOT happy for the school to take or use photos of my child. <input type="checkbox"/> Consent Given <input type="checkbox"/> Consent not given
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Step 4 - 5

Step 6 - 7

STEP 6: Half Day visit consent
Squirrels Heath Junior School

During your child’s schooling, we may organise small outings in the local area. Your child will be closely supervised during these events.

(Please note that a more formal written type of consent for further afield, day or longer or residential outings is required).

☐ I DO NOT GIVE ☐ I DO GIVE PERMISSION for my child to attend small outings without further permission.
(Please tick where appropriate)

STEP 7: Home / School Agreement
Squirrels Heath Junior School

We believe that every child should reach their full potential. We all have a part to play to make this happen. Below is a list of everyone’s responsibilities. Please sign below to evidence that you have read them and agree to uphold them.

As a school, we will...

- Provide a safe, comfortable environment for children to learn;
- Ensure that pupils are taught well, are given achievable targets and that they are assisted to achieve their full potential;
- Ensure that pupils feel valued and are treated fairly;
- Provide children with positive role models;
- Strive to reward, praise and recognise hard work;
- Provide updates about the progress that pupils are making and communicate any concerns.

Signature of teacher:	Date:
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Responsibilities of Parents/ Carers:

- To ensure your child attends school regularly and is on time for the register in the morning;
- To ensure that your child is properly equipped for school and ready to learn;
- To inform the school about any concerns or problems that might affect your child’s work or behaviour;
- To support your child with their homework as much as possible;
- To encourage your child to respect others and their property and to follow all school rules and procedures;
- To encourage your child to complete work to the very best of their ability.

Signature of Parent /Guardian:	Date:
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Responsibilities of Pupils:

- To take pride in the work that you do, ensuring that work is neatly presented and completed to the best of your ability;
- To be respectful to children and adults alike and to demonstrate good manners;
- To follow school rules and school procedures and to take responsibility for your actions;
- To offer encouragement and support to others;
- To be willing to try new things and to persevere.

Signature of pupil:	Date:
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My daughter / son name(s):

Class:

We are required to share your child’s data with the carefully selected online services. We feel these are important to help deliver the high quality of education that you would expect from Squirrels Heath Junior School. We only use the minimum amount of personal data that is necessary, often just a name. We would be grateful if you could return this form to the school office, as soon as possible, to confirm your consent.

Please indicate whether or not consent is granted for each of the items below:

Pupil Asset: To monitor pupil progress and identify gaps in learning

☐ Consent granted ☐ Consent not granted

Mathletics and Spellodrome: Online activities and games to support curriculum targets

☐ Consent granted ☐ Consent not granted

Sumdog: Online game for helping reinforce Maths skills

☐ Consent granted ☐ Consent not granted

Times Tables Rockstars: Learn times tables through fun interactive songs

☐ Consent granted ☐ Consent not granted

SPAG: online programme to target areas of Spelling, Punctuation and Grammar

☐ Consent granted ☐ Consent not granted

Junior Librarian: For borrowing books from the school library

☐ Consent granted ☐ Consent not granted

Learning Village: Online language support

☐ Consent granted ☐ Consent not granted

Parentmail: For communicating with parents via e-mail and text messages

☐ Consent granted ☐ Consent not granted

Havering Sports Collective: Participation in Borough sports events

☐ Consent granted ☐ Consent not granted

Parent’s Name:

Parent / guardian signature:

Date:

You may withdraw consent at any time. Please contact the school office if you wish to arrange this.

Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We offer opportunities for parents to attend workshops and open mornings to see our teachers in action and learn more about the strategies we use in school.



Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits.

FOSH - Friends of Squirrels Heath

Our School is very lucky to have a committed and enthusiastic PTA in our FOSH community. We co-ordinate and build a social community amongst parents, children and staff. We also raise funds for the school through fun activities and social events. Information about us and how to get involved is available on the ‘FOSH’ section of the School website.



Your child’s achievements

School reports

End of term reports are sent home with the children at the end of the Autumn and Spring terms, as well as the end of year report towards the end of the Summer Term. They provide parents with detailed comments regarding the children’s progress in the National Curriculum subject areas and also indicate ways in which parents can give positive help and support at home. National Curriculum attainment levels will be reported at the end of Year 6.

Parent evenings

Parents are invited to attend three meetings each year with the class teacher/s. The first meeting in September is an informal meeting where the class teacher will talk about the specific routines and requirements of the class and give out the curriculum maps for the year. A second meeting in early November and a third in late February are parental consultation evenings when pupil progress and academic attainment will be discussed.

News

Our school website (www.squirrelsheath.co.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the ‘Parents’ section where you will find a collection of useful information and copies of our Newsletters to parents.

Improving school communications with parents

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. For parents, the latest version of ParentMail means you can easily pick up school messages on your Smartphone by downloading the free ParentMail App on Android or iOS. You can access ParentMail even when there’s no network connection and there is no need to search through your busy personal inbox for school messages. In this app ‘notifications’ help make sure things don’t get missed or forgotten and it helps preserve your data allowance.

Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness it is essential that we have your correct emergency contact details. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.



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!

Attendance

We have high expectations of attendance from all pupils. Regular attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

Persistent absence

When a child's attendance falls below 95%, a letter is sent to the parent/carer to make them aware that their child's attendance is causing concern. If the pupil's attendance fails to improve, the case will be referred to the Education Welfare Officer. We promote good attendance in a variety of ways including certificates, class attendance cups and recognition during whole school assemblies.

What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

Report your child's absence

If a child is unfit for school, the parent/carer, should contact the school on the first day of absence, in person, by e-mail using absence@shj.havering.sch.uk or by telephone 01708 446472 option 1 before 9.30am, stating briefly the reason for absence. Please contact the school again on day 3 and regularly thereafter afterwards if your child is still absent. If we do not receive information regarding your child's absence, we will call you to ascertain the reason and to ensure your child is safe. If we are unable to reach you or your nominated contacts, we will notify the Local Authority Children Services. When the child returns to school an explanation / medical evidence should be provided. Failure to provide explanation/medical evidence will result in the absence being coded as unauthorised.

Holidays During Term Time

Headteachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

If you are planning to take leave during term time you must complete a 'leave of absence' request form which you can obtain from the School Office. If

a request is refused and the parent/carer decides to take their child out of school the details will be passed onto the Local Authority's Attendance Service and a Penalty Notice may be issued.

Medical appointment

Routine medical appointments should ideally be made out of school hours. The school would appreciate written notice and a copy of the medical appointment the day before where these are unavoidable during school time.

Jewellery and other valuables

Although watches may be worn, children are not allowed to bring any other form of jewellery to school, as the loss of valuable items can cause upset. The wearing of earrings is not allowed. It is recommended that, where possible, parents arrange for their child's ears to be pierced at the beginning of the summer holiday period. Stud earrings would then only need to be worn for a period of four weeks after the piercing.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parents' support

We ask parents to support the school in promoting online safety and we highlight the school's e-safety policy in newsletters, communications and on the school website where we also provide advice and links to keep parents up to date with precautionary measures.

Charging policy

School trips

When organising school trips, the school will invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip.

Residential visits

If the school organises a residential visit in school time or mainly school time we charge for the board and lodging elements as well as for the cost of any transport.

Music tuition

Havering Music School specialist teachers offer personalised tuition during school time. If you would like your child to receive instrumental tuition please contact Havering Music school on 01708 450313 or visit www.haveringmusicschool.org.uk for more information.

Clubs

We offer clubs before and after school and during lunchtime. Please refer to the website for the school timetable.

Health and Welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and where the parents have completed the school's medical consent form. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability. Homework also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time. Our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time.' It is important that children and parents are clear about what is set and the school's expectations for its completion. We provide information about current homework requirements on our school website under the 'Pupils' tab.

Sport

Children at Squirrels Heath take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. Children participate in indoor and outdoor physical activities on a weekly basis. Our Physical Education programme includes: Gymnastics, Dance, Football, Tennis, Netball, Rounders and Athletics.

As a school we seek to encourage all pupils, regardless of ability, to participate in some form of physical activity and we are constantly using our Sports Premium funding to offer an exciting and varied range of activities to engage all interests and abilities. We fund our membership of the Havering Sports Collective which links all schools in the area to further share and develop sporting opportunities

and competitions. We are very proud to have achieved the Silver School Games Award.

Special Educational Needs

Squirrels Heath Junior School is an inclusive school which offers a variety of provision to support children with a range of needs. The support offered to all of our pupils is designed to encourage increasing learning independence and resilience by making use of a range of flexible resources which are regularly developed. The progress of all children is regularly monitored and evaluated in order to ensure that the support provided is as effective as possible. We aim to ensure that any barriers to equal access are removed or overcome.

Support strategies available at Squirrels Heath

- A varied range of group, paired or individual intervention programmes reflecting the level of need of the child. Examples of these programmes are; Numicon, Read Write Inc, Phonic support, Precision Teaching, Language Links, Speech Therapy.
- Children with an EHCP (Education, Health and Care Plan) will have provision in place according to their individual needs as set out in their plan.

What additional interventions are available to support behaviour?

- We have a Learning Mentor who works with children identified by school staff in order to address an area of need such as social skills, friendships or self-esteem.
- Motivational strategies are put in place in order for a child to succeed with their behaviour.
- We have specialist Speech and Language support.
- We enlist the support of various agencies including the Speech & Language Therapy Service, Educational Psychologists, Occupational Therapy, Physiotherapy, and Health Services.
- We use ICT Technology such as iPads and touch screens with specialist programmes and communication apps for pupils with specific speech and language needs.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

More Able Pupils

Where a child is identified as more able or talented, we endeavour to ensure that they are challenged through the work set and provide opportunities for pupils to deepen and extend their knowledge.



Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies closure may be unavoidable. When the schools closure is a possibility parents can find out whether the school is open by:

- Checking Squirrels Heath Junior School website: www.shj.havering.sch.uk.
- Checking the Havering website www.havering.gov.uk to see if Squirrels Heath Junior School is on the list of schools that are closed.
- Checking <https://opencheck.atomwide.co>.

Our school milk scheme

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. This is available at a subsidised price of 22p a day

Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk everyday, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

Find out the top ten reasons to drink school milk at www.coolmilk.com/whyschoolmilk.

How to register

- Complete a registration form or register at www.coolmilk.com as soon as possible. Shortly after registering you will receive a payment request.
- You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque in half-termly, termly or annual instalments.
- Please pay by a Tuesday 5pm for your child's milk to start the following week.

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913. More information on milk is also available from the school.

Free School Meals and Pupil Premium

We would like to take this opportunity to encourage any parents or carers who think they may be eligible to claim for free school meals to contact Sally Delaney, London Borough of Havering, on 01708 433929 or log into: https://www.havering.gov.uk/info/20006/schools_and_education/431/free_school_meals_and_pupil_premium

This system is being provided to encourage parents to apply and take advantage of free school meals while at the same time increasing the benefit to schools from Pupil Premium funding, a substantial amount of which does not reach schools because not all parents who are eligible apply for free meals for their child. If eligible, you are not obliged to accept the free school meals for your child if you wish to make other arrangements, but we do want to encourage applications as the additional funding gained would still benefit education provision at the school. These funds enable the school to take on additional staff and invest in additional equipment, resources and activities to the benefit all children.

The Government has recently introduced two changes to pupils' entitlement to free school meals:

1. The Government is beginning to implement Universal Credit across the country to support people on low incomes. This will happen gradually and will apply to new claimants before any changes are made to those on existing benefits. For the new claimants who are placed on Universal Credit rather than the current range of benefits, their child will be entitled to a free school meal if the household earnings are less than £7,400 per year excluding tax and any other benefits.
2. Once eligibility has been agreed, including those children already receiving free school meals, children will continue to be entitled to a free school meal even if their parents or carers come off of benefit following a change in their personal circumstances if for example, they begin to work. This entitlement will last until the pupils finish the phase of education they are in (primary or secondary) as at 31st March 2022. There is therefore no need to reapply for free school meals, if your child receives them now they will continue to do so until at least 2022.

Privacy Notice

Please refer to our website www.shj.havering.sch.uk and click on the Policies tab to view the latest version of our Privacy Notice.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the member of the Senior Leadership Team. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, we can provide parents with a copy of the school's formal complaints procedure which is also available on our school website.

Lost Property

All items of clothing and equipment should be marked clearly with the owner's name. Lost property is a constant problem for us in school; large amounts of unclaimed items accumulate in the School Office and at regular intervals we have to dispose of them, usually donating them to charity.



School Term and Holiday Dates - September 2019 to July 2020

September 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					




April 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Inset Days  Bank Holidays  School Holidays

A 'Good' school inspiring a love of learning

We are an Ofsted rated 'Good' school. We pride ourselves on our high expectations and positive attitudes. Our school is warm and friendly and each child is valued and feels part of the school community. We work hard to promote the social, moral, cultural and physical development of all children so that by the end of Year 6 they are confident, motivated and successful learners who are respectful and considerate to the needs of others.



Our Vision

Is that every pupil:

- Respects themselves, others and the environment.
- Embraces challenge within our safe and nurturing setting.
- Grows and thrives in our school community.
- Becomes a thoughtful and responsible young person.
- Works hard and strives to fulfil their potential.
- Acquires a love of learning, a joy for life and spiritual wellbeing.



Our Community Code- Proud to be Me

We want our pupils and staff to be proud of both their achievements and their identity. We recognise and praise individuality and are proud of all of our pupils. Becoming a member of our school community is very important to us and our pupils are proud to be 'Squirrels'.



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