

Parent/Carer Handbook

Taking you step-by-step through starting school

Welcome to St. George's Junior School

Dear Parent/Carer

I would like to personally welcome you to St. George's Junior School. I trust that after reading this Parent Handbook and perusing our school website, you will have a clear understanding of the hopes and aspirations that St. George's community will provide for your child. Along with Governors, Staff and Pupils, we have set out to explain the day-to-day life of the school in conjunction with our vision, philosophy of and approaches to teaching, pastoral care and behaviour management.

Education is a partnership and therefore your full participation in the life of the school is welcomed. I hope that your child will spend a happy and productive time with us here at St. George's Junior School. Yours faithfully

Mrs. Munro (Headteacher)

Key information Arrival & Access

What are our school times?

Start of the day – 08:50 Morning break – UKS2 10:20/LKS2 10:40 Lunch Break – 12:00-13:00 End of the day – 15:20

Supervising staff are on the playground at 08:45 and children will line up and enter the school building after the school bell rings. Please therefore ensure your child arrives at school no earlier than 08:45. Any pupils arriving before this time MUST be supervised by an adult. Pupils who arrive after 08:50 must report to the school office; this will be marked as a late arrival. Any pupils arriving after 09:05 are given an unauthorised absence mark.

The school gates are locked between 09.05 – 15;30 for safeguarding reasons. Access to school during these times is via Kelsalls Lane; following the signs to the visitor's entrance immediately after the tennis courts.

End of the school day

Please be considerate and ensure that all pupils are collected promptly. Late collection of pupils is distressing for the child concerned and also causes difficulties for staff who have to attend meetings and other duties within the school. Charges will apply for persistent late collection.

Parking

We would like to remind parents that it is illegal to park on zig zag lines on the zebra crossing on Woodfield Road. Keeping this area clear will help ease congestion and ensure safe crossing of the pupils and other users. We would urge parents to walk their children to and from school using a safe parking position.

Report your child's absence

Please inform us by telephone (01743 357133) before 09.00 on each day of your child's

absence. If we are not aware of any reason of your child's absence, the school administration staff will telephone parents. This contact will ensure all children have arrived safely at school.

Illness

Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhea.

Holidays

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

Any requests for term-time absence should be made in writing using the relevant form available on our website or via the school office. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Legal sanctions

As part of promoting good attendance and punctuality, Shropshire Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply or fail to ensure their child's regular attendance at school.

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.

Uniform

We aim to ensure that our uniform is comfortable, easy to wear and readily available. Our uniform helps to create a sense of belonging and shared pride. We ask all pupils and families to support our approach.

Uniform

- · Navy blue jumper/cardigan
- · Red polo shirt
- Grey/black trousers or pinafore/skirt
- Red checked dress or smart tailored grey/ black shorts (not sports shorts) as summer wear
- Appropriate black shoes without high heels or decorative features (not trainers)
- Boots may be worn in the winter and sensible flat-soled sandals (with socks) in black, brown, white or navy in the summer Dark/white matching socks

PE ki

- · Navy shorts and white t-shirt
- Navy/black tracksuit
- Trainers and football boots
- · A small named PE kit bag

Swimming (summer term Years 4/5/6)

- Swimming costume/swimming Trunks (No bikinis or shorts)
- · Swimming cap & towel

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Long hair (Boys & Girls) should be tied back (soft hair-bands only)

<u>Please ensure all items of clothing are</u> named.

Where to buy

The navy blue sweatshirts/cardigans and red polo shirts with the embroidered logo for St. George's Junior School can be purchased directly from School Shop Direct, Unit 13 Sundorne Trade Park, Featherbed Lane, Shrewsbury SY1 4NS; Tel: 01743 440449; web: www.schoolshopdirect.co.uk. All other items of uniform can be purchased from any general retail outlet/supermarket.

Nail Polish/Jewellery

Nail polish is not permitted in school. Please ensure pupils remove all jewellery before attending school.

Food in school

School dinners

Dinners are charged at £2.30 per day for a main course and dessert. Three choices are offered on a daily basis, including a vegetarian option, by our on-site catering staff. Accounts should be paid daily or in advance for the week/month. No credit option is available. Information on how to login will be provided to you by the school office once your child is officially on roll.

Free school meals

Children in Years 3.4,5 and 6 can qualify for free school meals if their family is in receipt of certain income related benefits.

How to apply

For further information and application, please visit the following web address:

https://www.shropshire.gov.uk/free-school-meals/apply-for-free-school-meals/

You can also contact Shropshire Free School Meals Team on: 0345 678 9000 or talk to our school office on 01743 357133. We strongly advise that parents register if they qualify for free school meals (even if they choose not to have the school dinner) as additional funding can be claimed by the school to support a variety of enriched learning resources.

Dinner money

As a cashless school, we will provide new parents with details of how to make payment via our online system 'ParentPay'.

Break-time and drinks

During morning break we encourage pupils to bring fruit and bottled water. Chewing gum, sweets, fizzy drinks, chocolate bars, nuts and nut related products are not allowed in school.

Packed Lunch

If you opt to provide a packed lunch for your child, please refrain from including the non-permitted foods listed above. The NHS website offers examples of healthy options for pupils' packed lunches.

Step 1: New Student Form

St. George's Junior School

Student Details

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Student Details					
Legal Surname:	Preferred Surname:				
First Name:	Known Name:				
Middle Name(s):	Date of Birth:				
Gender:[] Male[] Female	Home Telephone 1:				
Home Address:	Home Telephone 2:				
	Mobile:				
	Email Address:				
	Religion:				
Postcode:	(e.g. Catholic, Christian, Hindu, Jewish, Muslim, Sikh, No Religion etc.)				
Name of previous School:					
Ethnicity (please tick)					
White: British White: Irish White: Traveller of Irish Heritage	Asian or Asian British: Indian Saian or Asian British: Pakistani Saian or Asian British: Bangladeshi				

Asian or Asian British: Other

Black or Black British: African

Black or Black British: Other

Chinese

Prefer not to say

Black or Black British: Caribbean

First Language [] English [] Other (please state)

Language Spoken at Home [] English [] Other (please state)

Is your child entitled to free transport to and from school? [] Yes [] No

What is your child's usual mode of travel to and from school?

(e.g. Walk, Cycle, Car/Van, Car Share (with children from a different household), Public Bus, School Bus, Taxi, Train etc.)

Contact Details

White: Other

Mixed: Other

White: Gypsy / Roma

Mixed: White and Asian

Mixed: White and Black Caribbean

[] Any other ethnic group (please state)

Mixed: White and Black African

Priority Mother	Title	First Name		Surname		Gender		lationship child	Parental Responsibility?
1									[] Yes [] No
Address									
Postcod	Postcode Email Address								
Home Phone Mobile					Work P	hone		Main phone	no.
Parent Mail (Access required – please sign for consent):									
Parentpa	Parentpay (Access required – please sign for consent): Court Order: [] Yes [] No								

Step 1: New Student Form

St. George's Junior School

Priority Father	Title	First Name		Surname	Gender		Relationship to child		Parental Responsibility?
2									[] Yes [] No
Address									
Postcode Email Address									
Home P	hone		Mobile		Work Pl	hone	Main phone		no.
Parent M	1ail (Ac	cess required -	- please sign	for consent):					
Parentpa	Parentpay (Access required – please sign for consent): Court Order: [] Yes [] No								:[]Yes[]No
Contact	Title	First Name		Surname		Gender	Rel to c	ationship :hild	Parental Responsibility?
3									[] Yes [] No
Address									
Postcod	е			Email Address					
Home P	hone		Mobile		Work Pl	hone		Main phone	no.
Contact	Title	First Name		Surname		Gender		ationship :hild	Parental Responsibility?
4									[] Yes [] No
Address									
									,
Postcod	е			Email Address					
Home P	hone		Mobile	Work Phone		hone		Main phone	no.
Contact	Title	First Name		Surname		Gender		ationship :hild	Parental Responsibility?
5									[] Yes [] No
Address									
				1					
Postcod	Postcode Email Address								
Home Phone Mobile		Work P		hone		Main phone no.			
Please detail any court orders applying to the child (e.g. Ward of Court, Legal rights of access)									

Step 1: New Student Form

St. George's Junior School

Siblings

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If your child has any siblings who attend this school, please provide their names and dates of birth.

Known Name	Surname	Date of Birth

		i
Date of Birth		
Doctor's Name	Telephone Number	
Medical Practice Name		
Practice Address		
Postcode		
Do you give permission for the sch Do you give permission for the sch	[] Yes [] ecessary?	
Please provide details of any medi be taken (e.g. Asthma, Epilepsy, All		

(e.g. PRESCRIBED MEDICATION ONLY, 2 X NAMED ASTHMA INHALERS REQUIRED.)

Parental Consent

Photograph on School Website

School Photographs

School Visit

Sex Education

Off-site school trips/activities - participation	[] Granted [] Denied
Off-site school trips/activities - receive first aid or urgent medical treatment	[] Granted [] Denied
Off-site school trips/activities - visit places of worship	[] Granted [] Denied
Photographs/Videos - for use within school premises	[] Granted [] Denied
Photographs/Videos - for use in school publications	[] Granted [] Denied
Photographs/Videos - for use on school website	[] Granted [] Denied
Accessing the Internet	[] Granted [] Denied
Copyright Permission of any work produced	[] Granted [] Denied
Data Exchange	[] Granted [] Denied
Emergency Medial Procedures	[] Granted [] Denied
Involvement in daily worship	[] Granted [] Denied
NHS consent to medical procedure	[] Granted [] Denied
Photograph in School Prospectus	[] Granted [] Denied

Photographs/videos - Taken in collaboration with Woodfield School by either school Photographs/Videos - Taken in collaboration with Woodfield School by either school to

Photographs/Videos - Taken in collaboration with Woodfield School by either school

and to be used within the Empower Trust for publications & Trust website

[] Granted [] Denied

be used on either schools website or in school publications

Step 1: New Student Form

St. George's Junior School

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If any of the questions below apply to your child, please also complete the funding eligibility' section.	e 'Parent, Guardian or Carer's information fo	or
Is your child entitled to Free School Meals?	[] Yes [] No	
(This does not include Universal Infant Free School Meals where all children in Years R	Reception, 1 and 2 are eligible)	
Does the child have a parent currently serving in the UK military?	[] Yes [] No	
If Yes, please provide your PStat Cat number (Personal Status Category number):		
Is the child in care?	[] Yes [] No	
Does the child have any post looked after arrangements? If so, please sta	te the reason why the child has left care:	
[] Adoption		
[] Special guardianship order (SGO)		
[] Residence order (RO)		
[] Child arrangement order (CAO)		
[] Prefer not to say		
Parent, Guardian or Carer's information for funding eligibility		
If you believe your child is eligible for additional funding as indicated in the your details below so that we can carry out eligibility checks.	e Funding related sections above, please p	orovide
Parent/Guardian 1		
First Name:		
Surname:		
National Insurance Number:	Date of Birth:	
Parent/Guardian 2		
First Name:		
Surname:		
National Insurance Number:	Date of Birth:	
I confirm that the above information is correct:		
Signed:	Date:	

The information on this form will be processed in accordance with the General Data Protection Regulation (EU) 2016/679

Step 2: Consent form for taking and using photos

St. George's Junior School

CHILDS NAME:

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Dear Parent/Carer

At St. George's, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school as well as their learning books.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem — we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

- [] I am happy for the school to take photographs of my child.
- [] I am happy for photos of my child to be used on the school website.
- [] I am happy for photos of my child to be used in the school prospectus.
- [] I am happy for photos of my child to be used in internal displays.
- [] I am happy for photos of my child to be used in their learning books.
- [] I am happy for photos to be taken in collaboration with Woodfield Infant School and used on publications (ie, newsletter, websites)
- [] I am happy for any photos to be taken in school for use within Empower Trust Publications and Empower Schools.
- [] I am NOT happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing admin@st-georges-jun.shropshire.sch.uk or calling the school on 01743 357133 or just popping in to the school office.

If you have any other questions, please get in touch.

Why are we asking for your consent again?

You may be aware that there are new data protection rules. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Parent/Carers signature:

Date:



Step 1: Consent for using parent's contact details St. George's Junior School

Dear Parent/Carer

At St. George's Junior School we would like to seek your consent for some of the ways we use your information.

We will contact you using your:

- Home and mobile phone numbers (including text message)
- Email address
- Postal address

Using your contact details in these ways helps us to:

- Ensure we effectively communicate with you regarding your child
- · Keep you in the loop with what's happening at school
- · Let you know about extra-curricular activities on offer for your child

If you're not happy for us to use information in the ways we list below, that's no problem — we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing admin@st-georges-jun.shropshire.sch.uk calling the school on 01743 357133 or just popping in to the school office.

If you have any other questions, please get in touch.

Please tick the relevant box(es) below, sign and return this form to school.

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[] I am happy for the school to use my contact details to contact me about fundraising activities.
[] I am happy for the school to use my contact details to contact me about the PPTA's fundraising activities.
[] I am happy for the school to pass my details on to the secondary schools for which we are a 'feeder' school, so that the can contact me with information about their school.
[] I am happy for the school to use my email address to send me the school newsletter.
[] I am happy for the school to contact me about clubs being run in school.
[] I am happy for the school to contact me on behalf of external providers about events and clubs.
[] I am happy for visits within the school day that require walking to and from the local
[] I am happy for the school to share my contact details with health professionals doing vaccinations.
[] I am happy for the school to share my contact details with health professionals doing vision and growth checks checks.
[] I am NOT happy for the school to use my personal data in the ways set out above.
Your contact details

Name:	

Home phone number

Mobile phone number:

Email address:

Email address:

Why are we asking for your consent again?

You may be aware that new Data Protection rules came into effect from 25 May 2018. To ensure we are meeting the new requirements, we need to seek your consent for some of the ways we use information about you.

We would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed above.

Parent/Carers signature:

Date:

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 the education it provides. The most important partnership is with parents/carers. Pupils make maximum progress when home and school work closely together.

Parent volunteers

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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. DBS checks may be required.

Parent Pupil Teacher Association

St. George's Junior School has an excellent PPTA and all parents are welcome to attend the PPTA meetings. For more information contact: PPTA.stgeorges@gmail.com
The Friends of St. George's PPTA provides the opportunity for parents/carers, pupils and teachers to get involved in fundraising for the school. This can be helping to organise an event, run a stall, or by simply coming along to support one of the functions. It is a great opportunity to meet other parents and help contribute towards resources and facilities to benefit your child or children during their time at St. George's Junior School. DBS checks may be required.

Governance

We have a full and active Local Governing Body, which includes parent governors, as well as representatives from staff and the local community. The Local Governing Body(LGB) report to the Board of Trustees for Empower Trust. The LGB has a range of duties and a general responsibility for the conduct and management of the school, with a view to promoting high standards of educational achievement. Vacancies for Parent Governors are advertised as they arise. The LGB chairperson is Mrs. Stockton and can be contacted via the school office or by emailing cog18@st-georges-jun. shropshire.sch.uk

Assessment

In Year 3, baseline assessments are completed in reading, writing and mathematics within the first few weeks of the term. This baseline is used to measure your child's attainment and progress throughout Key Stage 2. To ensure rigorous tracking of pupil attainment, we formally assess at three further points throughout each year. At these points, pupils will be assessed as to how they are progressing in relation to the baseline information, and the national curriculum expectations for their chronological age.

Reporting to parents/carers

During the autumn and spring terms, parents/carers will receive an interim report (in addition to the parents' evenings), providing information on attainment and progress to date. A more detailed report, covering all national curriculum subjects will be shared in the summer term.

News

Our school website (www.stgeorgesjunior.org.uk) has lots of useful information including news updates, term dates, dates of class assemblies and information on our planned activities. In the 'Parents' section of the website, you can gain access to photographs of pupils' learning at school, homework, newsletters and relevant paperwork for your child's class. A password is required to access this section, this will be sent to you within the first week of your child starting school.

The Home School Agreement

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

Policies

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. To access our policies you can visit the school website: www.stgeorgesjunior.org.uk and click on 'Key Info' tab and 'Policies' tab.

Key policies

Key policies on the website are:

- Special Education Need (Local Offer)
- Behaviour and Anti-Bullying Policy
- Keeping Children Safe in Education (Safeguarding)
- Equality
- Attendance
- Assessment
- Complaints
- Charging and remissions
- Assessment and Learning



Inclusion: a curriculum for all

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.

Internet safety

We regularly teach the children about safe online use and we apply strong and age-appropriate filters within school I.T. systems. 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.

Charging policy

We do not charge for essential curriculum activities, but we will ask for contributions for some materials and for school trips, optional activities etc.

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. It is important that children and parents are clear about what is set and the School's expectations for its completion and we will keep you updated on this.

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. If you are still unhappy following this then the phase leader will be happy to liaise with you. If a reasonable solution is not found following this meeting then an appointment with a member of the Senior Leadership Team can be arranged. Formal complaints procedures can be accessed via the school website.



P.E. and sport

Children at St. George's take part in a varied range of sports within class P.E. lessons as well as clubs, intra-school & inter-school competitions. Children participate in indoor & outdoor physical activities on a weekly basis, provided by teachers and coaching specialists.

As a school we seek to encourage all pupils, regardless of ability, to participate in some form of physical activity. We are constantly using our sports premium funding to offer an exciting and varied range of activities to engage all interests and abilities, including school games. We are very proud to have achieved the Bronze Award.

Extracurricular activities

Members of staff and external visitors organise a wide range of lunchtime and after school activities to extend the children's learning experiences. Our after-school activities end at 16:20. These include a wide range of clubs such as:

- · Choir, Orchestra, Film and Art Clubs.
- · Tag Rugby, Athletics, Zumba and Aerobics. Clubs.
- · Gardening, Football, and Cricket Clubs.
- · Rounders, Gymnastics and Percussion Clubs.

Peripatetic Music Tuition

Shropshire Music Service provide specialist teachers offering personalised tuition during school time. If you would like more information regarding this, please contact Miss Merrifield on 01743 357133.



Special Educational Needs

St. George's 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 within the classroom, by making use of a range of flexible resources which are regularly developed. The progress of all children is continuously monitored and evaluated in order to ensure that the support provided is as effective as possible.

Support strategies available at St. George's Junior School

- A varied range of group, paired or individual intervention programmes targeted to the level of need of the child.
 Examples of these programmes are; Numicon, Read Write Inc, Phonic support, Precision Teaching, Speech Therapy in enrichment challenges & Dyslexia & Dyscalculia support and Learning Mentor support.
- Children with an E.H.C.P. (Education, Health and Care Plan) will have provision in place according to their individual needs as set out in their plan.
- We enlist the support of various agencies including the Speech & Language Therapy Service, Educational Psychologists, Occupational Therapy, Physiotherapy, and Health Services.
- We use Information Technology such as iPads, 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 quality first teaching and where possible, provide opportunities for pupils to deepen and extend their knowledge/talent.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies, closure may be unavoidable. In the event of a school closure, we will notify you by text and post updates on our school website and via the local radio.

Health and Welfare

Health

It is 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 submitted their written consent on our medical consent form (available from the school office). 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 will be contacted when pupils are unwell or have seriously hurt themselves. Parents/carers will always be notified via a 'First Aid Report Slip' if a head bump has been sustained. Please make sure that any change to contact details are reported to the school administration team.



Our Ethos, Mission Statement and Aims



Empower Trust and our Ethos

We are a member of Empower Trust, a network of unique and diverse church and community academies, whose mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing enriched, stimulating and motivating learning experiences.



Our Mission Statement

At St. George's Junior School, we believe that learning should be fun, purposeful and challenging. Through our effective curriculum, we aim to equip each child with the skills they need for lifelong learners. We aim to develop confident learners, who take ownership of their learning and are proud of their achievement.

We aim to:

- · Foster a calm, happy atmosphere, which results in the highest standards of behaviour, courtesy and consideration for others.
- · Encourage children to develop a positive self-image which enables them to tackle new challenges.
- · Celebrate differences and value cultural diversity.
- · Provide an interesting and stimulating curriculum, which helps to develop lively enquiring minds and independent learners.
- · Promote environmental and ecological awareness within the school and the wider community.
- · Nurture and celebrate individual ability and talent through the provision of a wide range of opportunities and enrichment activities.



St. George's Junior School Woodfield Road, Shrewsbury, Shropshire, SY3 8LU **Tel**: 01743 357133

Email: admin@st-georges-jun.shropshire.sch.uk

Web: www.stgeorgesjunior.org.uk

Mrs S Munro B.Ed. N.P.Q.H. (Headteacher) Miss S Coffey (School Business Manager)



2019/20

Academic Year Term Dates

Autumn Term 2019

Tuesday 3rd September to Friday 20 December 2019 Half Term: Monday 28 October to Friday 1 November 2019 PD Days: Monday 2 September, Friday 25 October 2019

Spring Term 2020

Tuesday 7 January to Thursday 2 April 2020 Half Term: Monday 17 February to Friday 21 February 2020 PD Days: Monday 6 January and Friday 3 April 2020

Summer Term 2020

Monday 20 April to Friday 17 July 2020 Bank Holiday: Monday 4 May 2020 Half Term: Monday 25 May to Friday 29 May 2020