



# Parent Handbook

Taking you step-by-step  
through starting school



Our children become successful learners, confident individuals and responsible citizens.





**Samantha Gaymond, says...**

Welcome to Stocksbridge Junior School. It is wonderful that your child is starting at our vibrant school - we look forward to getting to know you and your child!

**We need some information from you**

Before your child's first day, it is essential that we have all the necessary information about your child. Please follow the steps in our Parent Handbook and return your completed forms to our school office.

**Answering your questions**

A wealth of information about our school can be found within this Parent Handbook and also on our website, [www.stocksbridge-jun.sheffield.sch.uk](http://www.stocksbridge-jun.sheffield.sch.uk). However, if you have any additional questions, please contact our members of staff in the school office on 0114 288 2221, who will be more than happy to help.

Step 1

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STEP 1: Admissions Form  
Stocksbridge Junior School

Child's Details	
Legal Surname:	Legal Forename:
Middle Name(s):	Preferred Forename:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Child's Address:	
Post Code:	Home Language:
Ethnicity:	Religion:

Parent/Guardian Details	
We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act.	
Name:	Name:
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Postcode:	Postcode:
Home Phone Number:	Home Phone Number:
Mobile:	Mobile:
Work:	Work:

Email addresses and mobile numbers of those with Parental Responsibility will automatically be uploaded to our parent communication system, Parentmail. Please contact school if you do not wish to use this system.

In case of illness or accident, please provide additional emergency contact numbers.	
<b>Contact 1 Name:</b>	<b>Contact 2 Name:</b>
Relationship:	Relationship:
Mobile:	Mobile:
Home:	Home:

Please provide us with any other safeguarding or family information (eg court orders, parental responsibility information or other family issues) that school may need to know to safeguard your child.		

Does your child have any brothers or sisters in the school? If so, please provide their details.		
<b>Name:</b>	<b>Class:</b>	<b>Year:</b>



Special Educational Needs/Disabilities

Does your child have a known Special Educational Need or Disability? If yes, please state the Special Education Need or Disability your child has:

Meal Arrangements

☐ Free School Meals ☐ Paid School Meals ☐ Sandwiches

Intended School Meal Days: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Dietary Needs

Please state below any special dietary needs your child has e.g. food allergies, vegetarian etc.

Medical Details

Doctor:

Address:

Telephone Number:

Medical conditions that School needs to be aware of:

If your child is asthmatic, does your child require a reliever inhaler to be kept in school?

☐ Yes ☐ No ☐ Non-applicable

Please sign to confirm the information you have provided is correct. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]
Signature of Father/Guardian	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

FOR SCHOOL USE ONLY

Birth certificate/passport copied [ ] [ ]

Start Date [ ] [ ] / [ ] [ ] / [ ] [ ]

New Class: Year Group:

CTF/Records requested [ ] [ ]

Contact details entered on SIMS [ ] [ ]

Please refer to our school website for our privacy notice.

Step 1

Please tear here

Step 2

Please tear here

Local Visits

During your child's time at Stocksbridge Junior School, they will have the opportunity to participate in many educational visits which will enhance our exciting curriculum. Some of these trips may take place in the local area, for example, local walks, visits to local churches, the Fox Valley shopping centre, Stocksbridge Library or up the road to Bolsterstone village.

Parents will be notified of trips via the weekly newsletter. Trips will also be on the calendar which can be accessed on the school website. For visits that take place outside of normal school hours, where a request for a voluntary contribution is made or when a trip is not within walking distance, a letter will be sent to parents.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Photography

We often take photographs/video recordings to celebrate achievement of our pupils as part of curricular or extra-curricular activities. Examples of these may range from school trips, classroom activities, after school activities or the recording of school performances. Such images are used to publicise the vibrant and diverse array of activities in which pupils participate and to create a record of an event to show to participants, other pupils and parents/guardians.

Any photographs/film taken may be used as a record of work for display around school, as recognition of special achievements, within school publications or on our school website/blogs. (Please note; children's names will not be used when their image is used on our school website.) There may also be times when photographs are taken by local newspapers of special events.

We would ask all parents who do not wish for any photographs/film of their child to be taken to inform the Headteacher, in writing. These children will, in accordance with their parents' requests, not be included in any further photographs/film taken around school or on external school visits. All children will be included in the annual whole class photographs taken by our professional school photographer, unless parents specifically request otherwise.

We do allow parents to take photographs at school events, e.g. performances and sports events. However, in accordance with the Data Protection Act 1998, parents must not post images including children other than their own child on social media or share them with the media e.g. newspapers/television.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride which usually enhance self-esteem for children and their families. We believe that, with a responsible approach and policy, these activities will enrich your child's education and enhance their quality of learning in school.

Child's Name: \_\_\_\_\_

I have read the above and also agree not to share images taken of school activities that include children other than my own on social media or with the press.

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Food Tasting

Throughout the year, your child will participate in a range of activities that may include preparing and tasting food, for example:

- Design Technology Food Activities
- Visiting Cookery Shows
- Christmas Parties
- Bun/Biscuit Sales

I give permission for my child to take part in food tasting activities and I shall ensure that I inform the school office in writing of any medically diagnosed food allergies.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Acceptable Use of Technology

Technology, including the internet, email and mobile technologies, has become an important part of learning in our school. We expect all children to be safe and responsible when using any form of technology. Please have a look at the advice and our school eSafety rules on our school website and discuss these rules with your child. Please also take care to ensure that appropriate systems are in place at home to protect and support your child.

Child's Name: \_\_\_\_\_

I have discussed acceptable use of technology with my child and support the safe use of technologies at Stocksbridge Junior School. My child agrees to follow the school rules for staying safe on the internet.

Signed: \_\_\_\_\_ (Parent/Guardian)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Policy Agreement

We encourage every individual to be the best they can be; to be ambitious in their learning, welcoming every opportunity and enjoying every challenge so that they can confidently embrace the future. We believe that this can only be achieved in partnership with parents/guardians. Our Home School Agreement is reviewed and shared with all parties at the beginning of each year and is part of our pupils' school diaries for reference throughout the year to create a shared promise between school, child and home.

Child's Name: \_\_\_\_\_

I agree to positively support the school in accordance with the Home School Agreement and adhere to the school's policies, in particular, the policies for attendance, behaviour and uniform.

Signed: \_\_\_\_\_ (Parent/Guardian)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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Step 2

Step 3

Each financial year, the Government allocates funding to schools called 'Pupil Premium'. We can use the extra funding in any way we choose to continue to improve the quality of education that we provide for our pupils. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language. It is well documented that high-quality education can influence how well a child does at both primary and secondary school so we want to make the most of this additional funding. In order for the school to obtain this additional funding for eligible children, please complete the application form and return it to the school office. If you have any questions or need help in completing the form, please contact our members of staff in the school office, who will be happy to help.

About your child/children in your household					
Surname	First Name	Date of Birth			Name of School

Parent/Guardian Details		
	Parent/Guardian 1	Parent/Guardian 2
Surname		
First Name		
Date of Birth		
NI Number		
Mobile Number		
Address		
	Postcode:	Postcode:

Family Income and Benefit Details
Is your joint family income over £16,190 per year? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration
The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.
Signed: _____ (Parent/Guardian)      Date: ____/____/____

Please tear here



Stocksbridge Junior School's Cedar Club aims to provide excellent quality childcare in a happy, fun-filled environment. Run by our own friendly, qualified and experienced staff, Cedar Club provides sessional care for up to twenty children to help those parents/guardians whose working or training hours lead to difficulties with out-of-school childcare as well as those parents who just feel that their child would benefit from attending and participating in the activities. We believe that play is an essential part of every child's learning, therefore Cedar Club is well equipped for both indoor and outdoor play activities with a wonderful range of resources.

**Morning Sessions** - 7:45am to 8:45am - Cost per session: £3.50

The cost of this session will include a healthy breakfast (for example cereal and a juice drink). Children are welcome to bring additional money to purchase more breakfast items if they wish. There will also be a range of activities available to children such as board games, magazines and sports.

**After School Sessions** - 3:10pm to 5:45pm - Cost per session: £8.00 until 5:45pm (or £7.00 if collected by 5:00pm)

This after school session will include a healthy snack and a variety of activities, for example, sport, computing, craft or cooking.

To express an interest in a regular place for your child, please return this form to the school office. We will confirm your child's place and total cost for the half term by letter.

There are only twenty places available for each session, therefore, places will be allocated on a first come first served basis. Places may be booked on a regular or occasional basis. We aim to provide a flexible service to as many families as possible.

Please note that places are only secured once full payment has been made. Payments may be made by cash, cheque or childcare voucher. Please ensure that any payments are brought into school in a sealed envelope. Unfortunately, payments are non-refundable. If your child does not attend a session for any reason, we are unable to return the cost of that session. Cedar Club is an extra provision and is not part of pupils' statutory provision.

If you require more information about Cedar Club, please contact our members of staff in the school office.

Child's Name:	Class:
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Please indicate the regular sessions you would like your child to attend:

		Monday	Tuesday	Wednesday	Thursday	Friday
Morning Sessions	7:45am – 8:45am £3.50 per session					
After School Sessions	3:10pm - 5:00pm £7.00 per session					
	3:10pm - 5:45pm £8.00 per session					

Food allergies:
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Additional comments/information:
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Contact telephone number:	Required start date:
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Signed: \_\_\_\_\_ (Parent/Guardian)      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tear here

Step 4

Key Information

The School Day

School Times

- Morning Session: 8:55am – 12:00pm
- Afternoon Session: 1:00pm – 3:10pm

It is important that children cross with our crossing patrol warden, even when accompanied by an adult. The crossing patrol warden is on duty on Cedar Road at the following times:

- 8:35am to 9:00am
- 3:05pm to 3:25pm

Children may play on their yard until school begins at 8:55am, at which time they will be collected by their teacher. Parents should be aware that children will not be supervised by school staff before 8:45am. Children are still their parents' responsibility until this time, even if they are on the school playground. Children are welcome to come into the dining room for Breakfast Club from 8:30am.

Access to the school car park is difficult and there is often no space available during the school day. Parents bringing or collecting children by car are asked to park considerately on Cedar Road. In particular, cars are not to be parked on the yellow school entrance markings.

Breakfast Club

Stocksbridge Junior School's own Breakfast Club is open from 8:30am until 8:55am each morning of the school week. The school offers breakfast menu choices at very reasonable prices.

Children are also invited to join in our morning 'Wake Up, Shake Up' activity on the top yard at 8:45am.

Cedar Club

Stocksbridge Junior School's Cedar Club aims to provide excellent quality childcare in a happy, fun-filled environment. Run by our own friendly, qualified and experienced staff, Cedar Club provides sessional care for up to twenty children to help those parents/guardians whose working or training hours lead to difficulties with out-of-school childcare as well as those parents who just feel that their child would benefit from attending and participating in the activities. We believe that play is an essential part of every child's learning; therefore, Cedar Club is well equipped for both indoor and outdoor play activities with a wonderful range of resources.

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Cost per session: £3.50

The cost of this session will include a healthy breakfast, for example, cereal and a juice drink. Children are welcome to bring additional money to purchase more breakfast items if they wish. There will also be a range of activities available to children such as board games, magazines and sports.

After School Sessions: 3:10pm to 5:45pm

Cost per session: £8.00 until 5:45pm (or £7.00 if collected by 5:00pm)

This after school session will include a healthy snack and a variety of activities, for example, sport, computing, craft or cooking.

Cedarwood

For several years, we have been raising funds to extensively and creatively improve our outside learning environment. When Ofsted visited us in February 2015, they agreed with our area for development and left us with only one target: 'To improve the use of the school's grounds to develop outdoor learning and provide activities for pupils at playtimes.' In July 2016, we were delighted to complete phase one of Project Cedarwood!

Such a wonderful space requires thorough checks and daily upkeep to ensure it is well maintained and, therefore, safe to use. To enable us to carry out our health and safety procedures and ensure suitable levels of supervision, we must limit use of the area to within the school day. Our pupils know that they are not permitted to use the space or structures before or after school. We would like to politely request that parents do not allow younger siblings to use the space when dropping off or collecting children from school. We would also appreciate if this message could be relayed to any older children who collect their siblings from Stocksbridge Junior School.



The Ladder of Success

Think of success as a ladder,  
Mark where the millions stop,  
There's always a crowd at the bottom,  
Work hard because there's room at the top!

Better Better Best

Better Better Best  
Never Let It Rest  
Till Your Best Is Better  
And your Best Is Best



Uniform

When in school uniform, our children are encouraged to conduct themselves during, and beyond, the school day according to the values we promote at school. Our uniform consists of:

- Sweatshirt/Cardigan - Navy blue embroidered with the school logo
- Polo Shirt - Navy blue or white either embroidered with or without the school logo
- Trousers/Shorts/Skirts/Pinafores - Plain navy blue or black
- Summer dresses - Blue and white checks
- Footwear - Dark sensible footwear, this may include trainers but not high heeled shoes
- Indoor Footwear - Children should change into pumps/plimsolls/slippers before entering their classrooms

Jeans/Denim clothing (including skirts and shorts) and leggings are not allowed.

Purchasing Uniform

Stocksbridge Junior School's uniform supplier is a Sheffield based company called 'School Trends'. It is possible to have uniform delivered to your home address by ordering directly through the School Trends' online ordering facility at [www.stparent.co.uk](http://www.stparent.co.uk). Alternatively, parents may complete an order form which may be collected from the school office or downloaded from our school website. School Trends visit school each Thursday to collect new orders and to deliver uniform.

PE Kit

Children are asked to have their full PE kit in school each day. Each item of a child's PE kit should be clearly labelled and kept in a named bag on the child's peg. PE kit consists of:

- White t-shirt
- Navy blue/black shorts/tracksuit bottoms
- Trainers
- Sweatshirt

Jewellery

Jewellery, including rings and hooped earrings, cosmetics and false nails, are not allowed because of the dangers incurred and possible loss/damage. Children may wear a watch and a pair of small stud earrings; however, children must be able to remove their own earrings for PE lessons.

Pupils' Belongings

Parents are requested not to allow their children to bring valuables to school. Insurance cover is not provided against loss, damage or theft of personal property of pupils and therefore, we cannot take responsibility for any such items. Children often have to bring money to school; for example, money for breakfast club or the snack stall, money for school visits or for fundraising events etc. Parents are asked to ensure that the child has a safe place in which to keep such money.

Lost Property

All clothing and personal possessions (for example, stationery, lunch boxes and water bottles) belonging to your child must be clearly labelled with your child's name. When it is not possible to return clothing or personal possessions to the rightful owner, items are placed in the lost property boxes. Our Friends of SJS regularly attempt to reunite lost property with the owner. Items which remain unclaimed will be passed on to charitable causes towards the end of each half term.

Food & Drinks

At Stocksbridge Junior School, all school meals are freshly prepared on site by our catering team from Taylor Shaw. Our menu works on a three week cycle, offering children a choice of healthy, balanced meals including freshly prepared vegetarian options.

Free School Meals

The Government currently funds schools in England to provide every child in Key Stage 1 with a hot meal at lunchtime. To continue receiving free school meals from Year 3 upwards, families need to receive certain income related benefits. For more information, please contact the staff in our school office. All applications are treated confidentially.

Dinner Money

School dinners are charged at £2.00 per day/£10.00 per week. Parents are requested to pay for their child's school dinners using our online payment system, ParentMail.

Packed Lunches

Children may prefer to bring a packed lunch to eat at lunchtime. We ask that drinks are not sent as each child is provided with fresh drinking water in the dining room. We do not have refrigeration facilities for storing packed lunches during hot weather nor do we have facilities for food that requires reheating.

Snacks

Children may bring a snack for their morning break. As a school that promotes healthy lifestyles, we ask that children bring healthy snacks. Children are not permitted to bring sweets to school. Fruit and snacks are on sale in the dining-room during morning break each day.

Water & Milk

Water fountains are available for children to use throughout the school day; alternatively children may bring a bottle of water (not cordial or fizzy drinks) to have with them during lessons. We request that water bottles have sports caps to minimise the number of spillages.

Nut Allergies

As we have children in school with allergies to nuts, it is essential to ask that parents do not provide any form of nuts for their child's snack or as part of their packed lunch. This includes sandwiches containing Nutella or peanut butter.

Attendance

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Parents/guardians have the legal responsibility for ensuring their child's good attendance, working together with the Headteacher and Governors at our school and other professionals and agencies, to ensure that all pupils have access to learning for the maximum number of days and hours.

Reporting Absences

If your child is unwell or cannot attend school for any reason, please telephone the school office from 8:15am or leave a message on our 24-hour answerphone. If your child is ill, please be more specific about their symptoms rather than simply stating they are 'poorly' or 'not well'. A record of illnesses allows us to monitor for any emerging patterns of illness, for example, chickenpox. We request that medical appointments take place outside of the school day. If it is unavoidable, an appointment absence slip needs to be obtained from the school office prior to the appointment. Please provide evidence of your child's appointment, where possible.

Punctuality

Children who are persistently late or absent soon fall behind with their learning. All pupils arriving after 8:55am must enter school via the main school entrance. Children who arrive after the registers have closed at 9:05am will be marked as late.

Request for Exceptional Term Time Leave

Absence from school, whatever the reason, harms the educational chances of a child. For this reason term time leave will not usually be authorised and will only be granted in exceptional circumstances in line with the following government guidance:

*The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave.*

*Parents can be fined for taking their child on holiday, or for any other period of leave taken lasting five days or more taken during term time, without consent from the school. Fines are charged at £60 per parent and this can increase to £120 per parent.*

Parents should complete a form and submit to the school at least twenty days in advance.

Behaviour

Our School's Ethos

At Stocksbridge Junior School, we aspire to REACH for the top of the Ladder of Success. Our five ethos statements reflect our high expectations and positive working attitude:

- **Respect** – We value and listen to what others have to say.
- **Endurance** – We are determined to achieve our goals.
- **Aspiration** – We strive to do our best and support each other.
- **Courage** – We challenge ourselves.
- **Honesty** – We always tell the truth.

The Ladder of Success

Think of success as a ladder,  
Mark where the millions stop,  
There's always a crowd at the bottom,  
Work hard because there's room at the top!

Better Better Best

Better Better Best  
Never Let It Rest  
Till Your Best Is Better  
And your Best Is Best

Rewards

We celebrate pupils' success in both academic and personal achievements through:

- 'It's Good to be Green' Behaviour Points System
- Tokens & Team Treats
- Merits and Headteacher's Awards
- Stars of the Week
- Annual Achievement Assemblies & Awards Night

A copy of our behaviour policy can be found on the school website. It gives parents a more in-depth understanding of the processes involved in maintaining the high standards of behaviour we expect and have become accustomed to at Stocksbridge Junior School.





Curriculum

‘The school’s lively, rich curriculum engages pupils’ interests fully so they become absorbed in their learning and lessons. These appealing activities, that encourage pupils to think deeply and discuss their ideas with their classmates, promote outstanding progress.’ (Ofsted, 2015)

At Stocksbridge Junior School, we believe that our children should have a range of learning experiences that challenge, stimulate and promote independent thinking and collaborative learning. Our curriculum achieves much more than simply meets the requirements of The National Curriculum; it immerses children in exciting and inspiring themes that are packed with activities to engage, develop, innovate and express our pupils’ imaginations.

In depth curriculum matrices can be found on our school website along with our half termly curriculum newsletters.

Sport

Stocksbridge Junior School has been awarded ACTIVEMARK Gold in recognition of the school’s outstanding commitment to promoting the benefits of physical activity and school sport.

Our team of PE teachers deliver exceptional PE lessons to all pupils across the school each day of the week. In addition to the PE curriculum, Stocksbridge Junior School provides children with further sporting aims, such as the opportunity to participate in competitive sport with other schools and also the opportunity to participate in a wide range of extra-curricular sporting activities. During just the first two terms of the 2015-2016 academic year, 146 of our children participated in over 16 competitions, including:

- Y5 Boys Football League (Winners)
- Y5 Hotshots Basketball Links (Winners)
- Y6 Advanced Level Gymnastics South Yorkshire Finalists (4th Place)
- Y4 Foundations Level Gymnastics South Yorkshire Finalists (4th Place)
- Y5 Girls Futsal Cluster (Winners)
- Cross Country Sheffield City Championships (Adam Hirst - 5th and Zak Ferguson - 12th)
- Y4 Sportshall Athletics City Finals (2nd place)
- Y6 Sportshall Athletics City Finals (5th Place)
- KS2 Boccia Cluster (Winners)
- Y5/6 Indoor Rowing Cluster Finals (Amelia Fox – 1st place)
- Y4 Hotshots Basketball City Finals (2nd Place)
- Y6 Girls Football League (3rd Place)
- Y6 Boys Football Leagues (3rd Place)
- Y4 Handball Cluster Finals (Winners)

Swimming

At Stocksbridge Junior School, we are committed to facilitating swimming lessons for our pupils with the aim that every child has the ability to swim unaided for a distance of at least 25 metres by the end of Key Stage 2.

Whilst in Year 4, each pupil attends a course of weekly swimming lessons at Stocksbridge Community Leisure Centre. Within the law, parents do not have a right to withdraw their children from this statutory element of the National Curriculum.

Music

All children receive normal music lessons in school, according to the National Curriculum. In addition there is the opportunity of receiving instruction in playing other instruments, such as the violin, clarinet, guitar, keyboard etc. This is a service provided by the Sheffield Music Service and has to be ‘bought in’. Parents wishing to use this facility should contact the Sheffield School Music Service.

Extra-Curricular Clubs

Throughout the school year, a variety of clubs take place including:

- Cookery Club
- Choir
- Gardening Club
- Animation & Film Club
- Reading Club
- Homework Club
- Board Games Club
- Blogging Club

And a vast range of sports clubs including Karate and Street Dance.

Inclusion

At Stocksbridge Junior School, we take great care to ensure that we consistently provide an educationally inclusive environment. Our inclusion policy includes provision for:

- Children with Special Educational Needs or Disability (SEND)
- Children with English as an Additional Language (EAL)
- Children who are particularly able
- Children who need additional help to develop their social, emotional and behavioural skills
- Children who are vulnerable because they are looked after by the local authority
- Children who are refugees, asylum seekers or from Traveller communities.

We work closely with parents and other colleagues from outside agencies to meet the needs of all children, providing support in school as appropriate.

Access

Every effort is made to accommodate the needs of pupils with physical difficulties. This includes securing whatever support is stated as necessary in Educational Health Care plans and making other provision as needed. It should be noted, however, that the school accommodation is on two levels and that access into the school is via steps. School does not currently have any lifts and this may present problems of mobility for some pupils.

Emergency Arrangements

The school will remain open whenever possible, but the well-being and safety of pupils and staff will also be taken into account. In the event of severe weather, we will endeavour to keep parents up-to-date with the latest information about our school through the following channels:

- Text messages will be sent to parents whose mobile phone number is registered on our ParentMail system.
- Updates will be posted on the school website.
- Updates will be available on social media. Please follow @StocksbridgeJnr and @SheffCouncil on Twitter and ‘like’ our Facebook page, [www.facebook.com/StocksbridgeJuniorSchool](http://www.facebook.com/StocksbridgeJuniorSchool)
- Updates will be posted to Sheffield City Council’s School Closure webpage: <https://www.sheffield.gov.uk/education/schools/closed-open-late/primary-schools.html>.

If, due to exceptional circumstances, the school needs to close early because of severe weather during the day, a text will be sent to parents via ParentMail and messages will be posted on our website, twitter and Facebook. Every effort must be taken to collect your child as soon as possible. No child will be sent home early unless contact with a parent, relative or responsible adult has been made.

Please make sure we have current contact numbers for every person who has parental responsibility plus the details of two additional contacts in case we need to contact you urgently.

Pupil Welfare

Children come to school to learn. A contented and secure child learns efficiently and well. In addition to organising lessons, we have to pay attention to the personal needs and wellbeing of each child on their journey through our school. Providing this support, help and guidance is our way of ensuring that each of our pupils achieves personal excellence and recognition and makes the most of the many opportunities the school has to offer. Our system of pastoral care aims, therefore, to make sure that each child enjoys a successful career at school.

Safeguarding

At Stocksbridge Junior School, the governors and staff fully recognise the contribution the school makes to safeguarding children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting pupils from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils’ social, physical, emotional and moral development.

Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children in line with: Working Together to Safeguard Children 2015 and Keeping Children Safe in Education 2015.

A senior member of the school’s leadership team is designated to take the lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies. This role is also supported by several Deputy CPLOs.

Pupil Health

If you have any worries or concerns about your child’s health, the school nurse may be able to assist you. The nurse has close links with doctors, teachers, health visitors and other agencies. Any information you give about your child is regarded as confidential. To get in touch with the school nurse, please contact the school office.

Medications

If your child needs to take medicine during the school day for chronic or life threatening conditions e.g. asthma or diabetes, we will make arrangements for this. You will be asked to give clear, written instructions for the administration of such medicines and your written consent. If your child needs other medicines, such as antibiotics or cough medicines, they will often be unfit to attend school. However, if they are fit enough to attend school and need medicines at regular intervals, we must ask you arrange to visit school to give such medicines yourself.

Parental Involvement

Parents are one of the most important factors in the education of a child and so we see an active partnership between home and school as essential. We hope that if ever a difficulty arises, you will feel at ease to approach the school directly. In the first instance, you are more likely to make contact with the class teacher, but the year leaders and senior staff will also be ready to be of assistance.

There is a published calendar of events at the school to which parents are always welcome. There is also a regular schedule of Parents’ Evenings to discuss the progress of each individual. We feel it is very important for each child that parents make every endeavour to attend on these occasions.

Supporting Your Child At Home

Parents often ask how they can help their child at home. To keep you up to date with what your child will be learning each term, we send home the ‘Curriculum News’ for each year group, which details the objectives that will be covered throughout each theme. Other ways of helping your child include:

- Try to give a feeling of ‘can do’ confidence.
- Ensure that attendance at school is regular and punctual.
- Be aware of what he/she is learning.
- Take an interest in your son/daughter’s work, progress and attainment.
- Stress the benefit of doing well at school.
- Help him/her to hold lengthy conversations to reflect on experience.
- Let your child see, if possible, you reading and writing.
- Read with your child and help them to practise their spellings and Mathematics facts.
- Encourage your child to complete all home learning tasks and return them to school on time.
- Try to have books around.

... but most of all, talk positively to your child about school life!

Partnerships with Parents

We encourage a positive approach to voluntary involvement and are always grateful for any offers of help – you may have skills and talents which we can use! If you are interested in volunteering in school, whether it be as part of our Reading Volunteer programme, as a school governor or as a valuable member of our Friends of SJS parent group, please get in touch.





Communication with Parents

Parents are able to access information about school through a number of channels, including:

- The school website
- Our weekly school newsletter
- Half-termly curriculum newsletters
- Texts and emails via ParentMail, our parental engagement system
- Our school blogs
- School performances
- Parents’ Evenings and Parent Sessions
- Parent Workshops
- Friends of SJS events and meetings

Parents’ Contact Details

It is essential that we are able to contact parents. Please ensure that we have current contact details for every person who has parental responsibility plus the details of two additional contacts in case we need to contact you in an emergency. Parents will, no doubt, appreciate the need to keep this information up-to-date and it is vital that the school is notified of a change of address, contact phone numbers, email addresses and any change in circumstances as early as possible.

To update the information we hold for you or your child, please download and return the data collection form from our school website.

ParentMail Parental Engagement System

To enhance communications with parents, we use ParentMail. Not only does ParentMail enable us to send emails and texts to parents, it also allows parents to pay for school dinners and trips online, book parents’ evening appointments online and provide permission for participation in school events.

ParentMail integrates with our data management system in school, therefore, the mobile phone number and email address we hold for each parent on our system will automatically synchronise with ParentMail. (N.B. Please inform school directly of any changes to your contact details rather than using ParentMail’s facility for updating your contact information within their system.)

To begin receiving emails and texts, parents will need to register with ParentMail. Once your child starts at school, we will send you a registration invitation either by email or text. Once you have received this, simply follow the steps to set up your account. (Please note, the email may hide in your junk folder.) Once you have registered, please download our school app to enable full use of ParentMail functions.

To download the app for free from either the Apple APP store or the Google Play store, simply search for Stocksbridge Junior School.

SJS Online

Through our weekly newsletter and our school blogs, we frequently celebrate the achievements of our pupils and publicise the vibrant and diverse array of activities in which pupils participate. We recognise that many parents also readily access social media and have, therefore, recently stepped into the worlds of Facebook and Twitter to share the wealth of exciting opportunities that take place in school.

Please ‘like’ our Facebook page at [www.facebook.com/StocksbridgeJuniorSchool](http://www.facebook.com/StocksbridgeJuniorSchool) and follow us on Twitter @StocksbridgeJnr. Feel free to ‘like’ our posts or even comment. We do ask that all contributions are polite, appropriate and, most importantly, children in the photographs are not identified by name.

Policies

Policies are vitally important for creating standards of quality for learning and safety as well as expectations and accountability. At Stocksbridge Junior School, our policies help develop and define a set of consistent rules, regulations, procedures and protocols. The policies operating within school have been ratified by the Governing Board and are reviewed periodically.

We believe that it is essential to share high expectations and to work in partnership with parents/guardians in order for every individual to be the best they can be; to be ambitious in their learning, welcoming every opportunity and enjoying every challenge. To strengthen this partnership, parents are encouraged to familiarise themselves with school policies, in particular, the policies for attendance, behaviour and uniform.

Some of our policies are on the school website, others are available on request. Key policies include:

- Admissions Arrangements
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Charging and Remissions Policy
- Home School Agreements
- Inclusion Policy (includes SEND Policy)
- Safeguarding Policy
- Sex & Relationship Education Policy



Autumn Term 2016

[Curriculum Days: Thursday and Friday 1st and 2nd September 2016].

**Start:** Monday 5th September 2016.

**Finish:** Friday 16th December 2016.

[Curriculum Day: Friday 21st October 2016].

Half Term: Monday 24th October - Friday 28th October 2016.

Christmas Holiday: Monday 19th December 2016 - Friday 2nd January 2017.

Spring Term 2017

[Curriculum day: Tuesday 3rd January 2017].

**Start:** Wednesday 4th January 2017

**Finish:** Friday 7th April 2017

Half Term: Monday 20th February - Friday 24th February 2017.

Easter Holiday: Monday 10th April - Friday 21st April 2017.

Summer Term 2017

**Start:** Monday 24th April 2017

**Finish:** Friday 21st July 2017

Bank Holiday: Monday 1st May 2017

[Curriculum Day: Friday 26th May 2016]

Half Term: Monday 29th May - Friday 2nd June 2017





# Our School

Our aim is to provide children with rich and memorable learning experiences, and to foster a love of learning, so that our children become successful learners, confident individuals and responsible citizens. We have high expectations for all our children in terms of their work and behaviour, offering both challenge and support, to enable them to achieve their very best. We are very proud of our school; of its commitment to high standards and of its inclusive ethos.

The Broad Aims of the School:

- Children should be able to communicate confidently through talking, listening, reading and writing.
- To encourage children to strive, to achieve their best and to have high expectations of them in all areas of life.
- To develop lively, enquiring minds and to encourage the ability to question and argue rationally.
- To instil respect for beliefs and tolerance of other people.
- To acquire knowledge and understanding of the world in which we live.
- To respect and care for the school environment and local community.

Stocksbridge Junior School 'has an unquestionable commitment to ensuring every pupil has an equal opportunity to succeed.' (Ofsted, 2015)



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