

Parent Information Directory 2016/17

EVERYONE MATTERS. EVERYONE LEARNS.

EVERYTHING YOU
NEED TO KNOW FOR
YOUR CHILD'S YEAR
AT SCHOOL.



Everything you need to know...

JESSICA STEELE, HEADTEACHER, SAYS...

Many thanks for picking our wonderful school to educate your child.

Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

Keep this directory

Please keep this directory somewhere safe, and use it regularly.

Let us know

If you have a question or query, the answer should be in here. If it isn't, let us know and we will include it in next year's directory.

You and your child

I look forward to getting to know you and your child over the coming year.



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WORKING WITH PARENTS

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. Our Ofsted report (January 2014) stated that 'pupils' attainment in reading, writing and mathematics is significantly above average at the end of year 6'. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards. The Ofsted report also stated that 'the school promotes pupils' spiritual, moral, social and cultural development well through an enriched programme of activities'.

Homework

We regard homework as an important area of your child's education. Our main objectives are:

- to create a disciplined approach to homework to develop good work habits and independent study skills.
- to practise and reinforce skills learned in the classroom.
- to consolidate and extend work begun with teachers.
- to enhance study by making greater use of materials and sources of information which may not be available in the classroom

At the beginning of each year, a homework timetable is sent home. Each child is given a 'Home School Organiser' which you are asked to sign on a weekly basis. Please read the information at the beginning and end of the organiser. Please sign the reading record and comment positively on your child's developing reading skills. We run a supervised homework club for specific children in year 5 and 6 to provide support, or a regular quiet space to study.

Communication with parents

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

Parent's Evenings

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

News and newsletters

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

At home

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

The Home School Agreement

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

Contacting Parents

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

Emergency texting system

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

Key Information

What are our school times?

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

- 8.50am - 10.40am: morning lessons.
- 10.40am - 11.00am: break time.

Lunch time

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

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

Wraparound Clubs

Breakfast Club

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

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

After School Club

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

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

Arrivals and departures

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

Uniform

We expect all parents to provide school uniform and to adhere to the school uniform policy. Shirts are to

be tucked in and cardigans and sweatshirts not to be tied around the waist. PE Kit should be kept in a named bag and all items of clothing should be clearly marked with the child's name. It is important that kit is always in school. We keep a number of items, such as jumpers, ties and PE kit, in stock at the School. Our order form can be found on our website <http://www.horsell-junior.surrey.sch.uk/> under 'Parents, 'Uniform' in the top menu bar.

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

Girls Winter

Shirt white to be worn with school tie: Royal Blue and Gold.

- Jumper Royal blue V neck with school logo.
- Skirt mid-grey Knee length (no culottes/divided skirts etc) or mid-grey Trousers (not black). Socks/tights white or grey.
- Shoes black leather strong sensible (no boots or trainers).
- Scarf gold and blue (optional).
- Fleece (with school logo optional).

Girls Summer

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

Girls - PE and Games

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

Boys Winter

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

Boys Summer

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

Boys - PE and Games

- White school t shirt with logo.

- Blue shorts.
- Blue tracksuit (optional) with logo.
- Trainers, spare socks.

Clothing recommended for swimming

- Girls - one piece swimming costume and swimming hat
- Boys - swimming trunks and swimming hat

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

Coats

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

Hats

We encourage the wearing of a hat during the summer term for protection against the sun. A hat with the school logo may be purchased from the school office. Children may wear hats to school at other times of the year if they wish to do so.

Please ensure all clothing is labelled with your child's name.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook meals on-site in our modern kitchen and provide children with a delicious hot school meal. A vegetarian option is available. Free school meals are available to those children who are in receipt of certain benefits. If you think your family may be eligible please speak to the school office.

Dinner money

We have received notification from Surrey County Council informing us that all meals must now be paid for in advance. As a school we cannot allow a debt to accumulate. We would appreciate your cooperation with this matter and would be grateful if you could ensure your child's meals are paid for promptly. Dinners can be paid termly or also weekly on a Monday at a rate of 11.00 per week. Half a term's notice must be given to change from school lunches to packed lunches. We prefer payment for school meals via WisePay using the link on the home page of the school website www.horsell-junior.surrey.sch.uk. If you are unable to pay online, please make cheques payable to Surrey County Council and ensure they are forwarded with a note of your child's name and the name of their class.

Packed lunches

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

Fruit and drinks

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

Who's who

At Horsell CofE Junior School we aim to foster an enthusiasm for learning and life, ensuring each child's potential is developed within the security of our school family.

As part of the wider Christian family our inclusive motto 'Everyone Matters – Everyone Learns' welcomes and values each individual.

Headteacher



Mrs J. Steale

Headteacher

j.steele@horsell-junior.surrey.sch.uk

Assistant Heads



Mrs J. Bett

Head of Year 3

j.bett@horsell-junior.surrey.sch.uk



Mr N. Penstone

Head of Year 4

n.penstone@horsell-junior.surrey.sch.uk



Mrs F. Collett

Head of Year 5 & SENCO

f.collett@horsell-junior.surrey.sch.uk



Mrs S. Bayliss

Head of Year 6

s.bayliss@horsell-junior.surrey.sch.uk

Teaching staff (listed in alphabetical order)



Mrs M Ball
Teacher



Mrs S. Bayliss
Head of Year 6



Mrs J. Bett
Head of Year 3



Miss H Bowhill
Teacher



Mrs C Christie
Teacher



Mrs F Collett
Head of Year 5



Mrs F Collier
Teacher



Mrs R Cumberbeach
Maternity Leave



Mr J Dunsford
Teacher



Miss N Freed
Teacher



Mrs H Jones
Teacher



Mrs A Joyce
Teacher



Mrs J Page
Teacher



Mr N Penstone
Head of Year 4



Miss T Shoberu
Teacher



Mrs G Westgate
Teacher

Front of House



Mrs J Benton
Bursar/Admission



Mrs J Robinson
Secretary/PA



Mrs M Mutton
Admin Assistant



Mrs B Tighe
Admin Assistant



Mr J Burns
Site Manager

Support Staff:

Mrs Agnew, Miss Altaf, Mrs Batey (STA), Mrs Bruckshaw (Librarian), Mrs Burrows, Mrs Chamberlin, Mrs Dunham, (HLTA) Mrs Goodey (STA), Mrs Halladay (SLW), Ms Lopes, Mrs Monk, Mrs Page, Mrs Raheem, Mrs Silverton (ELSA), Mrs Spiller (HLTA), and Mrs Traylor.

Swimming Instructor

Mr Counsell

Sports Coach

Mr Coles

Midday Supervisors:

Ms Goddard, Mrs Greenwood, Mrs Hoyle, Mrs Phillips

Understanding how our school works

TOPICS THAT ARE BEING TAUGHT IN EACH YEAR GROUP IN SCHOOL THIS YEAR

We provide an enriched curriculum which enables our pupils to study, research and benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield.

YEAR 3

Curriculum topics are:

- Mathematics.
- English.
- Science.
- Design Technology.
- History.
- Geography.
- Art and Design.
- Music.
- Physical Education.
- Religious Education.
- Personal, Social, Health and Education.
- Computing.

Examples of our enriched curriculum studies for this Year group are:

- The world we live in (maps and symbols, continents, capitals, landmarks).
- Charanga Music from around the world.
- Making a chariot with moving parts (Roman construction modelling).

YEAR 4

Curriculum topics are:

- Mathematics.
- English.
- Science.
- Design Technology.
- History.
- Geography.
- Art and Design.
- Music.
- Physical Education.
- Religious Education.
- Personal, Social, Health and Education.
- Computing.
- Citizenship.

Examples of our enriched curriculum studies for this Year group are:

- Museum visits.
- Visit to Woking Palace, Southampton.
- Fieldwork Comparison of Horsell to the American Rainforest History.

YEAR 5

Curriculum topics are:

- Mathematics.
- English.
- Science.
- Design Technology.
- History.
- Geography.
- Art and Design.
- Music.
- Physical Education.
- Religious Education.
- Personal, Social, Health and Education.
- Computing.

Examples of our enriched curriculum studies for this Year group are:

- Comparing physical and human features of Woking and a region of Africa (e.g. Kenya – trade links).
- Studying African sculpture using recycled materials.
- Local history study including Victorian Horsell.

YEAR 6

Curriculum topics are:

- Mathematics.
- English.
- Science.
- Design Technology.
- History.
- Geography.
- Art and Design.
- Music.
- Physical Education.
- Religious Education.
- Personal, Social, Health and Education.
- Computing.
- Citizenship.

Examples of our enriched curriculum studies for this Year group are:

- The achievements and influence of Ancient Greece.
- History Changes in Britain from Stone Age to Iron Age (Including Local History Study).
- Early Islamic society including a study of Baghdad cAD900.

From cooking, to mud and sewing!

Our children have become experts at sewing and enjoy making items to take home. Cookery is extremely popular with the children, especially now they have their own kitchen to cook all the wonderful food they have prepared! All the children have an opportunity to cook over the school academic year. Parental help is always welcomed! There is a strong tradition of music within the school. Each child is encouraged to enjoy music both through listening and practical participation. Those interested in music can join the choir, orchestra and recorder clubs. Forest skills have become one of the highlights of the children's experiences. The children go off site to Horsell Common where they have learnt how to build dens, saw wood, make mud pictures and much more.

What to do if you have a concern/complaint

Horsell C of E Junior School highly values its partnership with parents, and has developed a complaints procedure to strengthen that partnership. We believe that establishing this procedure will encourage a shared approach and increase confidence in the school. At the outset we would stress the importance of parents sharing concerns with a member of staff as soon as possible.

Stage One: informal conversation

We hope that most issues can be resolved at an early stage by an informal conversation with a member of staff. The best times to contact us are between 8.15 and 8.45 am, or after 3.20pm. It will be important to tell the teacher what your concern is, and how it has affected you and your child. If you have discussed the matter with a member of staff before making the complaint, please let us know who you spoke to, and what the response was. The teacher will record your concerns, and the outcome of the conversation.

Stage Two: referral to Headteacher.

Occasionally matters are not resolved through informal discussion. In these cases the Headteacher will be pleased to assist. Either a telephone call or a letter is acceptable, so that the Headteacher can arrange a meeting in person. In the absence of the Headteacher, an Assistant Head will be the point of contact. The school will acknowledge the complaint within five school days. The Headteacher will seek the earliest mutually convenient date for a meeting. The Headteacher will complete a Complaints Form during the meeting, and use this as a basis for the investigation of the complaint. If a complaint requires an in-depth investigation, the Headteacher will acknowledge this at the outset. The complaint will be investigated and a response prepared within twenty school days.

Stage Three: referral to Chair of Governors

If, after discussion with the Headteacher under Stage Two, the matter is still not resolved, the matter will be referred to the Chair of Governors. They will acknowledge receipt of the complaint within two days and reply formally within fourteen days.

Complaint about the Headteacher

If the complaint is about the Headteacher, the Chair of Governors should be contacted, as in Stage Three (above).



Understanding how our school works

Assessment: what processes are used to track progress and how this feeds into the classroom?

At Horsell Church of England Junior School, we believe that assessment forms an integral part of effective teaching and learning, allowing children to achieve their full potential. Ongoing assessment is carried out as part of daily teaching practice. This is in addition to more formal methods of assessment, which include English and maths written tests, which are performed regularly throughout the year. At the end of Year 6, children sit the National tests known as 'Key Stage 2 SATs'. Please see our website for the latest school and comparative national figures. Each half term every child's progress is reviewed and interventions are put into place if required. Before each parent consultation a summary sheet is sent out to parents indicating present attainment, targets and the next steps required for these to be achieved. These can then be discussed at the parent consultation, which the children are also invited to attend.

Support for SEN children

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

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

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

Policy

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

Additional support for SEN

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

Further intervention can be triggered through concern, supplemented by evidence that, despite receiving differentiated teaching and focussed targets, pupils:

- Make little or no progress.
- Demonstrate difficulty in developing literacy or numeracy skills.
- Show persistent emotional/behavioural difficulties which are not affected by the use of regular school behaviour management strategies and which may indicate an underlying condition.

- Have sensory/physical problems, and make little progress despite the provision of specialist equipment.
- Experience communication and/or interaction problems and make little or no progress despite experiencing a differentiated curriculum.

At this point the teacher, SENCO or both set up a plan of needs including targets and provision. This may be a group plan or an individual plan containing one or more targets.

School Provision Map

What is a school provision map? Provision mapping is a succinct and inclusive way of showing the range of provision available to pupils throughout the school. This map tracks the effectiveness of the provision a child has received. The interventions selected to address individual or group needs are recorded on the school provision map as well as intervention monitoring forms. The following information is included in these tools:

- Provision made.
- Short-term targets.
- Date for review.
- Achievement criteria.
- The outcomes recorded at review.
- Resources.

The provision map records targets, strategies or interventions which are different from, or additional to, the normal differentiated curriculum.

What is an Education, Health and Care Plan (EHCP)?

An EHCP is a legal document which sets out a description of the child's needs (what he or she can and cannot do) and what needs to be done to meet those needs by education, health and social care. Generally, only a very small number of children with especially complex and severe needs - which require very high levels of support - are issued with an EHCP. How is it obtained? The school request an EHCP from the Local Authority when, despite an individualised programme of sustained intervention, the child remains a significant cause for concern. The pupil must meet the Surrey Criteria for an EHCP. This is discussed with the parents. A Statutory Assessment might also be requested by a parent or outside agency.

Other Inclusion Support

We have a diverse student body with many different nationalities and over 25 different languages represented. The school has provision to help EAL children to develop their acquisition of English. The provision provided is dependent on the individual needs of the child:

- Introduction to English: For those who arrive with little, or no English. This is a structured programme.
- Talking Partners: For those with basic everyday language.
- Small Group Work: For those needing support in specific areas, such as maths, grammar, topic and writing.
- In Class: For those needing language development, under the guidance of the year group teachers.

Details of any particular programme are available from the Inclusion Leader.

WORKING WITH THE SCHOOL

How to become a volunteer or Governor

Do you want to be a Governor?

The governors at Horsell Church of England Junior School ensure that the school provides the best possible education for each and every pupil within a Christian environment. We place great emphasis on personal academic, creative and physical achievement and we encourage the development of lively and enquiring minds within a friendly and stimulating environment. All children are valued as individuals and self esteem is fostered.

In order to do this, we have a clear strategic direction linked to our promotion of the schools ethos and values. We are robust in our challenge to the Head and Senior Leadership Team, holding them to account to deliver the high standards of education and well being of all the children. We ensure that we also have a high standard of governance through our evaluation and continual improvement of our collective responsibility. To do this, we make sure we are always up to date with current thinking and legal requirements, through courses run by the Diocese, together with full governing body training sessions.

Vacancies for Parent Governors are advertised as they arise. Our Parent Governors give parents a voice in decision making. They are elected by parents through a ballot. If you are interested in becoming a Governor, please contact the school office.

Volunteering in our School

We are always very happy to have parent volunteers help out at our school. There are many different ways that you can help. We have a regular guided reading session each day, you can listen to readers, help with children learning their times tables and also help out on school trips. If you feel you would like to offer your help, please let your child's teacher or our volunteer organiser know on Volunteer@horsell-junior.surrey.sch.uk. You will need to complete an online DBS check (formerly known as CRB). The link for this can be found on our website www.horsell-junior.surrey.sch.uk. Click onto parent's info and then the blue DBS button, which will take you to the page with all the information you need. Once you have completed your DBS form, you will be given a reference number, which you bring into the school office along with the three forms of identification.

If you would like any further information, please do not hesitate to contact the school office on 01483 761531.



Parent Teacher Association

We have an excellent PTA (shared with the Village School) which works for the well-being of both schools. Social events are held; both for parents and children, and many fund-raising functions take place. We are extremely grateful to the PTA who provide us with funds for a variety of projects, which in the past have included new safe surfacing for our activity trail and funds to develop the swimming pool. All parents are automatically members and we welcome your involvement in our activities.

Attendance and the impact of taking term time holidays

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

Attendance Rewards

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

This means a child could achieve three gold certificates per academic year. The school gates close promptly at 8.50am. Anyone arriving after this time will be marked as late and this will not be included in their attendance calculation.

Contact the office

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

Collection

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

Holidays

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

Request for absence

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

PUPIL PREMIUM: WHY IT'S IMPORTANT!

Pupil Premium additional funding is given to schools for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last six years. You must register for Free School Meals, so we receive this funding.

Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual's child's needs. Typical examples include assistance with:

- The purchase of school uniform/PE kit or other equipment.
- The cost of school visits and extracurricular activities.
- Fees for breakfast and after school care clubs.
- Confidence and skills building experiences.
- Specialist/extra tuition.

Free School Meals can be provided if parents/guardians are in receipt of certain Income support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our school office who will assist you with the application process.

Pupil Premium for Adopted Children

The government have recently announced that they are extending this to provide additional funds for children who have been adopted from care. However, funding will only be received should parents elect to inform their child's school that their child has been adopted and they would like the school to receive additional Pupil Premium Funding. From April 2014, schools in England can receive the pupil premium for children adopted from care or who left care under a Special Guardianship Order (SGO) on or after 30 December 2005. Schools can also claim the pupil premium for children who left care under a Residence Order (RO) on or after 14 October 1991. To claim the pupil premium for adopted children, and those who are the subject of a SGO and RO, parents will need to inform the school and provide supporting evidence, for example, the Adoption (Court) Order.

Dates for your diary 2016/17

All dates are correct on going to press, but circumstances beyond our control may lead to alterations at a later date. Further dates may be added and an updated version will be sent out as soon as these are available.

OCTOBER

- INSET DAY 2 31st October
- 6th Year 4 to Woking Palace (half am and half pm)
 - 7th Harvest Festival Service at St Mary's Church @ 9.15am and 10.00am - Year 5 to lead the service (please note that the whole school will attend the 10.00am service so space will be limited)
 - 10th Year 6 Bikeability (all week)
 - 12th Year 4 Parents meeting regarding Sayers Croft Residential Trip @ 7.00pm in school hall
 - 13th Year 3 Fishbourne Roman Palace
 - 17th Year 6 Bikeability (all week)
 - 21st Finish at 3.10pm for half term
 - Trips to be confirmed for October: Year 5 – Water & Steam Museum
- HALF TERM 24th OCTOBER – 28th OCTOBER

NOVEMBER

- 1st Children return to school
- 1st Cedar Class walk to Woking Library (am – back for lunch)
- 3rd Beech Class walk to Woking Library (am – back for lunch)
- 4th Rowan Class walk to Woking Library (am – back for lunch)
- 4th Cherry Class Assembly @ 9.05am (Parents are welcome to attend)
- 7th Well-being week
- 11th Pine Class Assembly @ 9.05am (Parents are welcome to attend)
- 15th Year 4 visit to Seacity Museum – Southampton
- 16th Year 3 and 4 Parent Consultation 1.30 – 7pm in the school hall
- 17th Year 5 and 6 Parent Consultation 1.30 – 7pm in the school hall
- 18th Year 5 have The Learning Dome in School (mobile planetarium)
- 25th Spruce Class Assembly
- 28th Year 3 Nasal Flu Vaccinations

DECEMBER

- 3rd Horsell School's PTA Christmas Fair
- 9th Rowan Class Assembly @ 9.05am (Parents are welcome to attend)
- 14th Christmas Dinner for children (those children who have packed lunches can have Christmas Dinner on this day – a letter will come home nearer the time).
- 16th Christmas Pause Day for whole school
- 19th Combined School Carol Service at St Mary's Church 7.00pm (Date to be confirmed)
- 20th Year 3 perform a nativity story at St Mary's Church @ 6.30pm
- 21st Nativity performed to whole school @ St Mary's Church 10.00am (please note the whole school will attend this service so there will be standing room only for parents)
- 21st SCHOOL CLOSSES FOR CHRISTMAS HOLIDAYS AT 1.30PM.

SPRING TERM

JANUARY

- 4th Children return to school
 - 12th Year 3 and 4 Cinderella (M & M Productions) in school
 - 13th Cedar Class Assembly @ 9.05am (Parents are welcome to attend)
 - 17th Swanage Meeting for YEAR 5 parents
 - 27th Ash Class Assembly @ 9.05am (Parents are welcome to attend)
- INSET DAY 3 3rd January
INSET DAY 2 31st October

FEBRUARY

- 1st Year 4 Sayers Croft Residential Trip departs
 - 3rd Year 4 Sayers Croft Residential Trip returns
 - 10th Beech Class Assembly @ 9.05am (Parents are welcome to attend)
 - 10th Finish at 3.10pm for half term
- HALF TERM 13TH - 17TH February
Children return to school Monday 20th February
- 22nd Year 3 and 4 Parent Consultation 1.30 – 7pm in the school hall
 - 23rd Year 5 and 6 Parent Consultation 1.30 – 7pm in the school hall

MARCH

- 3rd Acer Class Assembly @ 9.05am (Parents are welcome to attend)
 - 8th Class Photos (full school uniform to be worn please. Including jumper and tie)
 - 9th Choir to attend Voice in a Million
 - 13th Year 5 Bikeability 1 (Course 1)
 - 14th Year 5 Bikeability 1 (Course 2)
 - 15th Year 5 Bikeability 1 (Course 3)
 - 16th Performing Arts Evening 7pm
 - 24th Willow Class Assembly
 - 27th Easter Pause Day (whole school)
 - 28th Year 6 Parent meeting in the school hall at 6.45pm regarding upcoming SATs
 - 31st Easter Service led by Year 4 at St Mary's Church @ 9.15 & 10.00am (Please note that the whole school will attend at 10am so there will be standing room only for parents)
 - 31st Finish School for the Easter Break @ 2.00pm
- EASTER HOLIDAY 3rd April to 17th April



SUMMER TERM

APRIL

- Parent Meeting re SATs in school hall @ 7.00pm (date to be confirmed)
 - 19th Children Return
 - 28th Elm Class Assembly @ 9.05am (Parents are welcome to attend)
- MAY 1st BANK HOLIDAY MONDAY (SCHOOL CLOSED)
8th SATS WEEK FOR YEAR 6
INSET DAY 4 18th APRIL
- 23rd Communion to be held at St Mary's Church (time to be confirmed)
 - 19th Palm Class Assembly @ 9.05am (Parents are welcome to attend)
 - 26th Oak Class Assembly @ 9.05am (Parents are welcome to attend)
 - 26th Finish at 3.10pm for half term
- HALF TERM 29th MAY to 2nd JUNE

JUNE

- 5th Children return to school
- 26th Year 6 Leavers Service at Guildford Cathedral
- 30th Sports Day – Year 3 and 4 from 9.30 until 11.30 and Year 5 and 6 1.30 until 3.00pm

JULY

- INSET DAY 5 21st July
- 5th Year 6 Induction Day at Woking High School (other schools may vary)
 - 6th Exhibition Evening 6.30pm – 8.00pm
 - 14th Parent helpers 'Thank You' tea 2.00pm – 3.00pm
 - 18th Prizegiving Assembly (parents by invitation only)
 - 19th Leavers Fete(am) and Yr 6 Leavers Pizza Party (pm)
 - 20th Leavers Service 9.30am in the school hall.
 - 20th Finish school for the summer holiday @ 2.00pm
- RETURN TO SCHOOL 5th September (to be confirmed)

What to do if...

My child is having difficulty making friends?

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings. We operate a 'buddy' system for all children joining our school. New pupils meet their allocated buddy before they start school. There are also buddy playtimes once a week to help children build friendships and settle in.

Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot!

Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship worries regularly. It's part of being a teacher!

Have your own friends over

Since children pay close attention to what grown-ups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time!

Get help if you sense a real problem

In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is unusually withdrawn, throws tantrums or cries whenever other children are around, or seems terrified of going to school or the playground, then please talk to us again.

I'm struggling to help my child with their homework?

If you are finding it difficult to help your child with their homework...don't worry! Lots of parents have difficulties with this.

Talk to us

The way subjects are now taught in school is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat with your child's teacher, or book a time for your child's teacher to phone you.

We will help you

It's nothing to worry about. We will help you understand how child learn in a modern school, and you can then enjoy helping your child with their homework.

- If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher.

Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

Activities at home

Your child's teacher can provide you with some fun activities to do at home that will compliment what is happening in class, and give your child that extra help.

Ongoing problems

It may be that your child needs glasses in class, or are dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

Gifted and Talented Register

Some children progress significantly beyond what is expected for their age. The ongoing assessment, and the parent and teacher, would recognise this, and we would provide work that is more challenging. We would also register your child on the Gifted and Talented Register. Gifted children often need more support at school, but not necessarily more structured activities. They may need more freedom to learn at their own pace, and more guidance.

How to develop a bedtime and morning routine, so children get enough sleep for school

The most important thing is that children get enough sleep for school.

Getting enough sleep

Children of school age experience enormous growth, are very active and need lots of sleep. A child aged 3-6 years needs to be asleep from 6pm-8pm, and a child aged 7-12 years needs to be asleep by 7.30pm-9pm. Most experts agree that children need between 9 and 10 hours of sleep each night to be at their best, with 8 hours the absolute minimum.

Routine

By establishing a bedtime routine, you can relax your child. For example, bath-time, reading a book, listening to story tapes or music, can all relax a child and be part of such a routine. Children will soon associate a repeated activity with relaxing and going to sleep.

In bed

Once your child is in bed, dim the lights or put on a lamp. Perhaps read a story or talk to them about school that day.

Getting up

Breakfast is very important. If you have a routine for morning, it helps the child to get up and dressed and downstairs for breakfast. If you don't have much time in the morning, it may be an idea to prepare as much as you can the night before. You can make packed lunches, sort breakfast food, layout school clothes and even assign a shelf or hook for school essentials (so you don't have to go searching for things as yr due to go out the door!).

List chart

It may seem like overkill, but a morning routine chart is great for children to follow. They enjoy following lists and ticking off what they have done. You could always give them a reward on Friday for following the list. Your list could feature some of the following:

- Getting dressed.
- Combing hair.
- Eating Breakfast
- Brushing teeth.
- Washing face.
- Putting shoes on.
- Grab backpack/lunchbox... then off to school!

Doesn't want to eat breakfast?

If your child doesn't want to eat a full breakfast, find foods that they can eat quickly but that will still provide the nutrients that their body needs. Most experts recommend eating a serving of protein first thing in the morning. Scrambled eggs on toast, yogurt and fruit, or a peanut butter and jam sandwich on whole wheat bread are good options for breakfast. Be creative with breakfast!

What happens when my child transfers to secondary school?

Applications for Secondary school places are made to Surrey County Council. Their website details are provided below. The following is an extract from their procedure:

- You can apply online using the eAdmissions website.
- Decide which schools to apply for. You can apply for up to six schools.
- You can apply from the beginning of September*. Complete and submit the application online or on a paper form by the end October*. However, we suggest you submit your application by the Friday* before the October half term holiday.
- If you are applying for a school that also asks for a supplementary information form, you must complete and return this to the school by their closing date. You can check our directory of Surrey schools to find out if a school asks for a supplementary information form and download a copy of the form.
- If you are applying under exceptional medical or social criteria, send your supporting documents to us by the end of October*.
- The admission authority for each school will rank applications according to its criteria and we then assess the highest offer that can be made based on the order of preferences on your application form.
- We notify you of the outcome of your application:
- If you applied online we will send you an email at the beginning of March*. If you cannot be offered your first preference school we will also send you a letter by first class post.
- If you applied on a paper form we will send you a letter by first class post at the beginning of March*.
- You must accept or decline the place by mid March*.
- If you are unhappy with the school place that has been offered you can appeal. You must do this by the end of March*.

*These are approximate dates-exact dates each year and further information on the admission process, please visit the Surrey County Council website:<http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/apply-for-a-school-place>.

If you wish to apply for Greenshaw High School, Nonsuch High School for Girls, Sutton Grammar School, Wallington County Grammar School, Wallington High School for Girls and Wilson's School, Horsell School are participating as a group of six schools to conduct a joint Selective Eligibility Test. The deadline for registrations for the Selective Eligibility Test is midnight in mid August *. No late registrations will be accepted under any circumstances. The online registration form can be accessed via the website of any of the participating schools. For further information about the admissions process and each School's admission criteria, along with frequently asked questions, please visit the participating schools' websites. The admissions offices of any of the participating schools would also be pleased to help with further queries.

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!

Jewellery, Watches and Hairstyles

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

Emergency arrangements

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

- BBC Southern Counties Radio on 104.0 and 104.6 FM.
- The Eagle Surrey on 964 FM.
- Eagle Extra (previously County Sound) on 91.5 FM and 1566 MW.

Collecting your child

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

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

Medicine in school

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

Form' we may also require your child to sign the form when self-medicating, i.e. if they use an inhaler.

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

Nut allergies

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

Inhalers

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

Charging policy

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

Clubs and activities

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

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

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

Sport and Physical Fitness

The school has a good reputation for the range of physical activities offered and for its success in local sports. The children are taught dance, games, gymnastics and swimming and develop sports skills including control, ball handling, partner and team sports. We encourage a positive approach towards dance, fitness and movement. We are proud of our newly covered swimming pool. This enables us to include swimming lessons, throughout the year, as part of our Physical Education curriculum. Children receive lessons from a qualified instructor. The school is a member of the Woking Area Sports Association and has coaching links with Woking Football Club, Chobham Rugby Club and Pleaides. The school takes part in many inter-school activities and has achieved success at both school and district level. We employ a Sports Coach to encourage the children to increase their participation in sport.

Term dates

AUTUMN

Term 1: Monday 5 September to Friday 21 October 2016

Half term: Monday 24 October to Friday 28 October 2016

Term 2: Monday 31 October to Wednesday 21 December 2016

Half term: Christmas holidays: Thursday 22 December to Monday 2 January 2017

SPRING TERM

Term 1: Wednesday 4 January - Friday 10 February 2017

Half term: Monday 13 February to Friday 17 February 2017

Term 2: Monday 20 February - Friday 31 March 2017

Easter Break - Monday 3 April to Thursday 13 April 2017

Good Friday - Friday 14 April 2017

Easter Monday - Monday 17 April 2016

SUMMER TERM

Term 1: Tuesday 18 April - Friday 26 May 2017

May Bank Holiday - Monday 1 May 2017

Half Term: Monday 29 May - Friday 2 June 2017

Term 2: Monday 5 June - Friday 21 July 2017

School closes: End of Friday 21 July 2017

Proposed Inset Days:

Monday 5 September 2016

Monday 31 October 2016

Tuesday 3 January 2017

Tuesday 18 April 2017

Friday 21 July 2017



MISSION STATEMENT

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

VISION STATEMENT

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

AIMS

- To build an effective, creative and high quality learning environment by sharing our values and ethos within the school and the wider community.
- To recognise the importance of personal, social, emotional and spiritual aspects of learning and promote positive behaviour for living and learning.
- Focusing on our motto: 'Everyone Matters – Everyone Learns'.
- To create a culture of success where each individual is empowered to achieve high standards by using different learning strategies and taking into account individual strengths.
- To maintain a culture of respect and tolerance for everyone's individuality. We celebrate the differences that children bring with learning, home languages, faiths and ethnic backgrounds.
- Our ethos of Christian belief permeates all aspects of curriculum and school life, especially when thinking about ourselves, others and the wider world.
- We encourage a sense of responsibility towards our own and each others' belongings and the environment.
- We actively work in partnership with families and the wider community to foster self-esteem and individual success. We involve parents and carers in the life of the school, sustaining and further developing our community links so that the school becomes a positive influence in the community.



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

Contact
School Office
Telephone: (01483) 761531
E-Mail: office@horsell-junior.surrey.sch.uk

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



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EVERYONE MATTERS. EVERYONE LEARNS.