

## Welcome Pack 2019-20

*Inspiring lives; Creating possibilities; Shaping futures*



### **HEADTEACHER'S WELCOME**

On behalf of Sitwell Junior School I am delighted to welcome you to our school. We are very proud of our school and our stimulating learning environment. Our aim is to promote a love of learning by providing rich, rewarding experiences through a creative curriculum. Through celebrating efforts and achievements, we aim to develop pride in the success of our pupils so that they are ready to face future challenges. We are very lucky to have a growing multicultural community, allowing us to celebrate diversity and develop respect and tolerance.

As a school, we are constantly looking for ways to enrich our curriculum and through challenge and excitement we strive for all of our children to achieve their full potential – every child matters at Sitwell Junior School. Our pupils benefit from excellent teaching and an outstanding curriculum, where children are able to apply their skills and knowledge to new situations.

We have a very strong Learning Community and we work closely and effectively in the Inspire Trust, with Oakwood High School and Thomas Rotherham College. This allows us to share skills and expertise.

Sitwell Junior School continues to be an exciting and creative school and I hope by visiting the school you get a flavour of all that we offer. We look forward to working with you over the coming years as we really do believe that the partnership between home and school is vital. These partnerships help us to capture our aim of working together to be the best. Please feel free to contact the school direct with any queries you may have.

Jennifer Dawson, Headteacher



## **MESSAGE FROM THE CHAIR OF GOVERNORS**

On behalf of the Governing Body, I would like to welcome you to Sitwell Junior School. I became a governor in 2014 and I have to say it's been an absolute pleasure to be part of a Governing Body with such committed and active members. As a Governing Body, we are here to support staff but also provide the challenge needed to ensure strong progress and attainment. Sitwell Junior School is a vibrant school that provides a safe environment for children to learn. We are an inclusive school that endeavours to ensure that everyone feels valued. Staff at the school are not only dedicated and enthusiastic, they really care about the children's welfare. Governors can be contacted through the school office.

Peter Sheldon, Chair of Governors



## **SCHOOL DAY**

Doors open at 8:40am. Supervision of pupils on school premises is available from 8:30am and, for safety reasons, pupils should not arrive earlier than this.

8:45am: School begins

12pm – 12:45pm: Lunch (Y3/Y4)

12:15pm – 1pm: Lunch (Y5/Y6)

3pm: School ends

The school offers a range of after-school clubs, Monday to Friday, 3pm-4pm.

It is essential that children arrive on time for each session in order to get off to a prompt start. Children who arrive late face great difficulties as the first few minutes set the tone for the rest of the day.

### **Developing Independence**

Each morning, the school doors open at 8:40am and children enter promptly. Packed lunch boxes should be placed on trolleys and coats and bags should be placed in lockers. Members of staff will be present to support with this, if required. The teacher from each class will be ready to receive children in their classrooms for a prompt 8.45am start to learning. Any parents wishing to speak to school staff in a morning should see the learning mentor, who will be on the playground from 8:30am. They may also speak to a member of the admin team in the main office. As we aim to provide a prompt start to learning, class teachers are not available at this time.

At the end of the school day, each class has a designated collection point on the yard and staff will take them to this point at 3pm. Parents may also talk to class teachers at this time or alternatively, arrange a mutually convenient time, if any issues arise. We expect an adult to collect all children in Y3. We know that the transition from Y2 to Y3 can be very daunting so in the first instance (for the first two weeks) we are happy for you to accompany your child to the cloakroom and classroom. We then ask you to help us to develop their independence by following the general drop off procedures after that point.



## **ATTENDANCE**

Each school is required to publish its figures for unauthorised absence often referred to as truancy. It is essential that school is informed whenever a child is absent from school for a genuine reason, so for safety, on the first day of absence please notify us before 9:15am, if your child is absent from school.

If children have a record of poor attendance, late arrival or if school is not informed of genuine reasons for absence, the Educational Welfare Service may have to be contacted. Warning letters may be sent out in such cases as continuing problems of this type seriously hamper the child's progress and can lead to further action being taken. Children are rewarded in a variety of ways for excellent attendance including certificates. The school celebrates good attendance on a weekly basis and the winning class go up first for lunch on a Friday! Attendance figures are featured in our half termly newsletters.

Children should go to their classroom promptly at 8:40am ready for the start of learning. Those children who have not arrived by 8:55am will receive a 'late' mark.

### **Holidays in Term Time**

Legislation dictates that no requests for holidays can be authorised except in exceptional circumstances. In such circumstances, you should contact the Head teacher who will discuss the definition of exceptional circumstances. Evidence will be needed. Any family taking a holiday without authorisation may incur a fixed penalty notice of £60 per child per parent/carer when the payment is made within 21 days. After this time, it will increase to £120.

### **Medical Appointments**

Parents are requested to notify the school office if they wish to collect their child from school for an appointment. Children will only be allowed to leave school if collected by their parent or authorised adult from the office. Your child will then be 'signed out' of school. Please note that this does affect your child's attendance and every effort should be made to arrange appointments before or after school.

### **Illness**

We request that children who are clearly not well should not be sent to school. On the occasions when your child is not well enough to attend school, please telephone the school office by 9:15am and also preferably send an explanatory note on their return. This is to avoid the need to record any absences as 'unauthorised' under the latest, strict national guidelines. If we have not received a phone call, and your child is not in school, we will contact you to enquire about the whereabouts of your child.

If a child should be taken ill at school every effort will be made to contact the child's parents/carers as soon as possible. Therefore it is essential that we have current emergency contact details for yourself and another named person who could collect your child.

## Medicines

The LA advises that no teacher should give any medication to children because of the obvious dangers of wrong dosage/timings or overdosing. If it is necessary for children to take medication during the school day, it needs to be brought to the school office by a parent/ carer and a 'Medication form' completed and signed. The medicine should be clearly marked with the child's name and dosage requirements. It will then be stored safely until needed.

There are a limited number of exceptions to this, for instance as in the case of Asthma relieving medication, (and similar), which needs to be readily available, or in the case of school excursions. In such cases or in case of any doubt please discuss the circumstances with the class teacher.

**See the Attendance Policy on our school website for more details.**



## PASTORAL CARE

School tries to be a caring one, recognising the difficulties of growing up at the present time. All our staff are very closely involved with the children and any emotional or behavioural problems quickly come to their attention.

### **School Rewards and Sanctions**

We have an agreed code of conduct throughout school, which is displayed in every classroom and discussed with all children and all staff. A high standard of manners and behaviour is expected and required from all pupils. We operate a system of 'smiles' which children can earn for consistently following our Sitwell Standards. Some weeks, we choose a particular standard to steer the award of smiles for that particular week. Children collect these Smile awards and aim for Bronze, Silver, Gold and Platinum levels. Children go to Mrs Dawson for their certificates and prizes. They receive certificates in assembly and have a mention on the newsletter. Whole class rewards are also given once every child has achieved a certain level.

Social and academic achievements are celebrated within class and school wide. Star of the Week and Pupil of the Term, displays and special events are offered as rewards for positive behaviour too. We never underestimate the power of a well-timed and appropriate piece of encouragement and praise.

**Please see the attached documents: The Sitwell Promise and 66 Things To Do At Sitwell.**

We will award smiles for:

- Consistent effort in learning; work or conduct;
- Consistently following/ applying the Sitwell Seven;
- Overcoming a barrier to learning, showing great resilience to learning;
- Success in any area of the school (this could be shown in marking and feedback);
- Home learning effort and success;
- Reading at home at least 4 times in a week (as shown in reading diaries);
- Significant improvement in any area of the curriculum;
- Consistently noticed in assemblies for excellent listening, making contributions and movement in/out of the hall;
- Ignoring inappropriate behaviour and maintaining a good role model to others;
- As a class, 100% attendance for the week (this would be acknowledged in 'Star Learner of the Week' Assembly).

SMSAs will award smiles for:

- Consistent good manners over the week;
- Playing cooperatively with others all week;
- Being helpful all week;
- Good movement around school and lining up for dinners for the week;
- Being a good friend to others.

Fostering positive attitudes helps us to keep discipline problems to a minimum, but if problems do arise they are treated fairly and on an individual basis.

In the unfortunate event that a child does not conform to the very high standards of behaviour and discipline expected in school, consequences are in place including the yellow and red card system. A child will be asked to reflect for a short period on their actions and may be escorted to their designated partner class to reflect on their behaviour. Their actions are discussed with an appropriate adult – their teacher or teaching assistant. Our learning mentors, Mrs Parker and Mrs Akhtar, are available to work with children who have barriers to learning and may need help beyond the regular system of sanctions. If there were any serious or prolonged incidence of behavioural difficulty, we have procedures outlined in our policy, which are followed and we would contact you as parents/carers to enlist your co-operation in dealing with it.

**Our Behaviour Policy is online. This gives all full details of how we promote positive behaviour in school. Our Anti-Bullying Policy can also be found on our school website**



## **BULLYING and RACIST BEHAVIOUR**

We are very concerned for each child's well-being and cannot and will not tolerate bullying or racism. If there are any instances where a child is being upset in this way, please make sure that we are informed immediately so that help and advice can be given and problems solved before the issue becomes even more serious. We do have strategies in school aimed at eradicating any issues.

## **WORKING IN PARTNERSHIP - PARENTAL HELP AND VISITING SCHOOL**

Parent/Teacher/Child relationships are regarded as very important to the school. Parents are welcome to see teachers at the end of the day and to make appointments at any time to discuss any issues which have arisen. We aim to keep parents well informed of their children's progress or problems at all times. If you have any concerns or questions, please do not hesitate to ask. Parents' consultation days are held twice during the year and a Record of Achievement is sent out during the Summer Term.

Parents are invited in to join the weekly morning workshop with their child to complete the morning task set by the class teacher, from 8:40am – 9am. These morning tasks may focus on maths, reading grammar and punctuation or writing; therefore, giving parents the opportunity to see some aspects of their child's curriculum. Parents are also invited to a number of other events during the year, for example curriculum / project days, sports events, music and drama celebrations, and topical special events. Close links are maintained with Sitwell Infant School, Oakwood High School and other local secondary schools so that the transition periods at the beginning and end of Key Stage Two are made as smooth as possible.

### **Keeping in Touch - Change of Address or telephone numbers**

Please notify school should you change your address, telephone number or daytime contact details. This is important in case your child is ill or has an accident at school.

### **Parent Pay**

As the school moves towards more electronic means of communication with parents, we use a texting and emailing service direct to parents' phones and computer. This is a very quick and efficient way of giving information in a range of circumstances such as if school was to close due to severe weather conditions. We urge parents to sign up to this service and keep school informed of any mobile phone number changes. This service must also be used to make online payments securely for clubs, visits and music lessons.

### **Parking outside school**

When bringing children to school in the morning or collecting them at night, parents are requested to avoid parking, dropping off or picking up on the zig-zag lines outside the main entrance on Grange Road. Parked cars can cause dangerous situations for children. The safety of children is of paramount importance and it is also vital that entrances are kept clear in case of emergency.

Please note:

The car parks accessed via Acres View and Osbert Road are for staff use only.



## **PTA**

Sitwell is very fortunate to have an active Parent – teacher Association (PTA) which is a vital link between community and school and supports the school in a number of positive ways. The Friends of Sitwell is involved in the life of the school through fund raising activities, educational visits and a range of annual school events. The group is always on the look-out for new members – so please feel free to come along and join in! If you are interested in joining, please see Mrs Hoyland, the admin assistant, in the school office.

## **UNIFORM**

It is the policy of the Governing Body at Sitwell that all children wear school uniform. We believe this contributes to a sense of belonging to our school; whereby each child is an equally important member of our team! It is important that children are encouraged to feel a pride in their school community and in themselves. They must also be encouraged to take responsibility for their belongings.

Sweaters and polo shirts with the school logo can be purchased from our school supplier, Price and Buckland, in school at very reasonable prices. The children also receive a school book bag and PE bag. All other items are widely available.

Please ensure all items of clothing and personal belongings are marked clearly with your child's name as a safeguard against problems arising from children having similar clothing.

Children are not allowed to wear jewellery in school except a pair of stud earrings. Some children wear watches to school, which is acceptable, but we are unable to take responsibility for any accident, loss or breakage.

### **Our school uniform is as follows:**

- Deep purple sweatshirt or deep purple cardigan
- White polo shirt (logo or non-logo) or white shirt/blouse
- Grey trousers, skirt or pinafore dress
- Grey, black or white socks or tights
- Sensible black shoes (no trainers and no heels)
- A grey, white or black hijab may be worn
- School book bag with school logo

Trainers are not considered suitable footwear. High heels are not permitted; however, block heels of no more than 3cm may be worn. Black jeans are not permitted.

### **Our PE uniform is as follows:**

- White T shirt (logo or non-logo)
- Black shorts
- Black socks
- If possible, black or grey tracksuit; however, dark coloured if not
- Black pumps for indoor PE and trainers for games sessions

For reasons of basic health and hygiene, it is important that all children have a change of clothes and footwear for PE and games. A tracksuit is essential for outdoor game lessons which take place at all times during the school year.

The wearing of make-up and nail varnish is not permitted. Hair should be tidy, and if long tied back. Symbols shaved into hair, for example Nike ticks are not encouraged.

### **Personal Belongings**

Children are not allowed to bring toys, sweets or large amounts of money into school. It can be upsetting for children if their belongings get lost or broken and a lot of learning time can be wasted resolving arguments or trying to find lost items. Mobile phones are not permitted in school.



### **SCHOOL MEALS**

School meals are cooked on the premises and are served cafeteria-style. They offer a nutritious, hot and well-balanced meal. There is a wide and varied choice of menu and year groups take it in turn to go into the dining hall first. We also provide a Sandwich Service. The dinners are provided by the company Dolce and the payment system is called Live Kitchen. We will need a current email address for us to be able to send you the link to register paying 'on line', as we are a CASHLESS school. If you think you may be entitled to

**Free School Meals** check the **Rotherham Borough Council Website** for further details. The cost of a school dinner is £2.25.

### **Packed Lunches**

Facilities are available in the dining hall for any children who wish to bring packed lunches from home. Water and beakers are provided. If drinks are being sent as part of a packed lunch then, for safety reasons, they should not be in a can or a glass container. If you feel you may be entitled to Free School Meals, but do not know the procedure, then please ask at the School Office for information in confidence.

### **Home Dinners**

If a child in lower school is eating lunch at home, in the interests of safety, he/she must be collected from reception at 12pm and returned by parents for the start of lessons at 12:45pm. If the child is in upper school, he/she must be collected from reception at 12:15pm and returned at 1pm.

### **Healthy School**

We are an accredited Rotherham Healthy School and so encourage all children to eat a balanced and healthy diet. In order to promote healthy snacking, children are only allowed fruit snacks at playtimes and we run a healthy tuck shop which stocks a range of snacks and juice.



## **EDUCATIONAL VISITS/ ENRICHMENT DAYS**

We believe that educational visits and enrichment days in school are a valuable part of the children's education, as an introduction to a topic or to enrich their understanding. An overview of proposed visits and events will be sent to you at the start of the school year. Whenever your child is involved, a reminder letter will also be sent to you, and it is hoped that such ventures will be well supported. The Governing Body will

ask for Voluntary Parental Contributions for all educational visits and events taking place in school time to cover the full cost of the visit, which will include all fees payable, transport and insurance cover. Unless Voluntary Parental Contributions meet the full cost of the visit, the visit or event may need to be cancelled. Please contact the school office for further details if you have any questions or difficulty in meeting payments.



## **PUBLIC ACCESS TO DOCUMENTS IN SCHOOL**

Parents are allowed access to a number of documents and policies which are kept in the entrance to school, and a growing number are available on the school website.

## **CHARGES AND REMISSIONS**

The information below relates to the school year 2019-2020. Further information is available on our school website.

### **Sports insurance**

The Governing Body may ask for voluntary contributions for insuring children for P.E. and other sporting activities.

### **Accidental damage to equipment or property**

The Governing Body reserve the right to ask parents to pay the whole or part cost of repairing damage or replacing equipment, books and property, damaged or broken by the deliberate action of their child or children. (The Head Teacher will decide whether any damage caused can be termed accidental or by deliberate action).

### **Photographs**

The Governing Body will charge parents the full cost of school photographs retained by the parents.

### **Music tuition**

Music lessons are available in school, at a cost provided by music services later in the year (payable up front for 10 lessons). At the moment, children are offered piano, woodwind, guitar and string lessons provided by The Music Service. The Governing Body reserve the right to charge for musical tuition and the hire and insurance of musical instruments. More information will be given if you wish your child to take part.

## Activities

The Governing Body reserve the right to ask parents to meet the costs incurred in certain activities e.g. baking, model making, etc. where the children take home or consume the result of the activity.

## Music and drama groups (and other visitors)

The Governing Body reserve the right to ask for Voluntary Parental Contribution in relation to visits to school by drama and music groups and other visitors where a charge is incurred to the school.



## DOGS

Dogs are not allowed on the school premises (playground, paths or car parks) unless they are assistance dogs. This is in the interest of health and safety.

## SMOKING

The governing body has complied with the national policy in making its grounds a **no smoking zone**. Parents are asked to comply with this request.

## CURRICULUM

We follow the Primary Framework through a creative, thematic approach, which includes the Cornerstones Curriculum and the Chris Quigley Creative Themes Curriculum. Our aim is to bring learning to life, making it fun and relevant. We look to immerse children in sensory and first-hand experience that builds on their natural curiosity and is a springboard for their deeper, lifelong learning. We aim to inspire children to learn – through questioning, problem solving, research, communication, self-expression and play.



## PROVISION FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS.

We recognise that children have varying needs, and aim to offer a full range of support in order to encourage confidence and self-esteem, as well as educational progress. Whatever a child needs we will do our utmost to enable them to access an appropriate curriculum to help them overcome their difficulties. We aim to ensure that the needs of all children are recognised including those with Special Educational Needs and Disabilities (SEND). Throughout school the educational progress of ALL the children is closely monitored with reference to the Code of Practice for children with Special Educational Needs and Disabilities. When necessary, individual targets are set and monitored regularly. All children are involved in the discussion of their targets and have the opportunity to express how they feel and how they are progressing as well as what help they would like. Parents will be involved at all stages and can be reassured that decisions regarding the child would only be made with their full approval and consultation.

Teachers will also consult with other staff including the Inclusion Manager – Miss Longstaff - to find other ways to meet the needs of the child. We aim to provide support, and intervention programmes where necessary, and to record and monitor the progress of these programmes.

If it is felt that a child would benefit from further help or additional resources, we take advice from the L.A.'s Learning Support Service (LSS) and the Social, Emotional and Mental Health Team (SEMH), who have specialist teachers responsible for offering expertise and individual help to both staff and pupils. If all possible alternatives and resources available to us within school do not fully cater for the individual needs, we would advise the parents of the long- term advantages of obtaining an Educational Health Care Plan (EHCP) for their child. This involves professionals from every relevant service and would make accessible a far wider range of opportunities, possibly within a mainstream school, an Enhanced School Placement or local Special School.

**Further policies and information related to SEND, Inclusion, Equality and Accessibility can be found on the school website.**



### **LEARNING AT HOME**

Every child is issued with a reading diary. There is an expectation that children will read four times per week at home to an adult or older sibling. Reading diaries are checked by school staff each week and children have the opportunity to change their book at this time. There are regular opportunities to change books in school. We encourage you to help to develop comprehension skills and the love of reading through regular reading.

We actively encourage learning at home and provide links to a number of websites including My Maths and Times Table Rock Stars within our Learning At Home policy. We encourage regular practice of tables and spellings.

Each half term the year group team will send out a newsletter which will include details of a choice of home learning projects linked to that half term's topic. Children are asked to choose at least one to suit their particular interests and talents. These should be completed and returned by the deadline given and these will be celebrated in class.

### **RELIGIOUS EDUCATION**

At Sitwell Junior School we celebrate the fact that we are a diverse community. We recognise and respect each other's beliefs and faiths. We celebrate the important festivals in the religions of our children. We invite people in from different faiths to lead assemblies and we provide opportunities to visit religious buildings linked to different faiths during the four years at the school. The staff there will happily meet with any parents for whom this is a concern and talk about the materials and approaches used.