



# INTRODUCTION

Dear Parent/Carer

I'd like to take this opportunity to wish you and your child a very warm welcome to Sundon Park Junior School.

We have a very important role in the life of your child to help them to develop academically, socially and spiritually so they are ready to start their secondary education when they leave us.

We are a very friendly school, with happy children who learn well. We have a broad curriculum that recognises the importance of a variety of learning experiences including trips and visits and there are lots of opportunities for your child to get involved outside of the curriculum. We run activities in music, drama, sport and dance which give children the chance to take part in competitions or group activities. The children in all years will learn to play a musical instrument and all the pupils in the school have a singing assembly once a week.

We take the care of your child very seriously. Your child will join a teacher in year three who will have spoken to their current year two teacher about both the academic and social development of your child. During the Autumn term, the year two teachers from Cheynes come into school to see the children to make sure there have not been any changes in behaviour or quality of work. At the start of the year, our inclusion team have a vulnerable children meeting every two weeks in which the year three teachers will bring up any children they are concerned about so we can make sure everything is done to help the children to settle in. Of course one of the most important parts of this is regular contact with you. You will be able to speak to the teacher briefly when you drop your child off and pick them up plus you can make an appointment to meet with the teacher if a longer conversation is needed. Every morning several members of staff are outside the gates to give the children and you a warm welcome. Any information you need to pass on can be done via the member of staff with the clip board (usually the Deputy Headteacher, Miss McCartney, who is responsible for year 3).

Changing school can be a stressful time for both parents and children. We know that some children have special educational needs and therefore require more support than others to enable them to transfer successfully. We have a number of different systems in place to support all children but especially those with greatest need. Please contact the school if you are concerned about your child and would therefore like to make an appointment to see the SEND Coordinator or to seek support from our Family Worker.

The *Friends of Sundon Park Junior School* are very keen to bring together the whole community. They have plans for the coming year with events for children and families to help raise funds for the school and, more importantly, to make sure everyone enjoys being part of the community. All parents and staff are automatically members of the FoSPJS and people are always welcome to come along to meetings to share ideas, to offer support or just to find out what is going on.

In this pack you will find a lot of information about the school, an admission form and other paper work related to such things as the use of photographs and safe use of the Internet. Further information can be found on our school website at [www.sundonpark.luton.sch.uk](http://www.sundonpark.luton.sch.uk) but please do get in touch if there is anything further that you need.

I look forward to working with you over the coming years to make sure your child has a safe, enjoyable and successful time with us.

Yours sincerely  
Jenny Wightman



# **SCHOOL STAFF – SEPTEMBER 2017**

**Headteacher**  
Mrs J Wightman

**Deputy Head Teacher**

Mrs S Mackenzie-Skea

**Assistant Head  
Teacher**

Ms J Healy

**Business Manager**

Ms C Outlaw

**Year 3**

Mrs B Fortune

Miss L Moulton

Mr D Brodey

**Year 4**

Mrs L Fox/  
Mrs A Hamon

Miss S Burgess

Mrs S Mackenzie-  
Skea

**Year 5**

Miss K Flowers  
(SENCO)

Miss N Ali

Mrs R Sutcliffe

**Year 6**

Mrs J Healy

Mr K Roy

Mr R Cowie

**Higher Level Teaching  
Assistant  
Attendance/Pupil Premium**

Ms S Taylor

**Higher Level Teaching  
Assistant  
Behaviour Support**

Mrs S Reed

**Higher Level Teaching  
Assistant  
Classroom Support**

Mrs E Heal

**ICT Technician**

Mr O Hume

**Cover Supervisor**

Mrs B Haynes

**Family Worker**

Mr S Bradbury

**PE Coordinator**

Mr L Osborne

## **Learning Support Assistants**

Ms A Awojobi

Mrs M Coyle

Miss T Gethin

Mrs R Jankowski

Mrs M Maund

Mrs D Maunder

Miss E Mead

Mrs G Mead

Mrs B Reid

Mrs D Reid

Mrs J Robinson

Mrs J Tann

**Administration  
Assistant**

Miss C McPolin

**Administration  
Assistant**

Mrs S Fairbanks

**Site Agent**

Mr D Fletcher



# **SCHOOL GOVERNORS**

## **APRIL 2017**

### **Chair of Governors**

Mrs R Bendefy (Community Governor)

### **Vice Chair of Governors**

Mrs P Fryer-Saxby (Parent Governor)

#### **Local Government Governor**

Miss F Green

#### **Community Governors**

Mrs P Fryer-Saxby

Father Yenda Smejkal

#### **Staff Governors**

Mrs J Wightman

Mr R Cowie

#### **Parent Governors**

Mrs S Hammond

Mr J Alger

Our School Governors can be contacted either:

- In writing addressed to the Chair of Governors and handed into the school office
- Via email on [governors@sundonpark.luton.sch.uk](mailto:governors@sundonpark.luton.sch.uk)



# **SUNDON PARK JUNIOR SCHOOL** **PRINCIPLES**

At Sundon Park Junior School we will ensure that all pupils have an excellent experience of school and that they will be very well equipped for the next stage of their education.

To achieve this, the Governors and staff of our school endorse the following principles:

- We will take all necessary steps to ensure a safe learning environment for all.
- We hold the highest expectations of behaviour, effort and learning for all.
- We will promote a positive atmosphere that inspires excellence so that all individual and groups of children achieve their very best.
- We will celebrate success often and freely, so that good citizenship, effort, attainment, punctuality and attendance are recognised and rewarded.
- All members of the school community will have a voice and a responsibility to make the school the best it can be.
- We will work hard to promote a supportive and effective partnership between pupils, staff, parents, governors and the wider community.
- Leadership will be developed in and expected from all. This includes setting an example to each other of respect, care and resilience at all times. We will take every opportunity to help each other to develop and improve through support and encouragement.
- We will provide a rich and challenging curriculum that is highly relevant to pupils' needs and contributes to outstanding learning and achievement in reading, writing, communication and numeracy, as well as promoting a healthy lifestyle.
- Every opportunity will be taken to promote pupils' emotional, spiritual, moral, social and cultural development to enable them to thrive in a supportive and highly cohesive learning community. Children will be provided with a strong sense of community within the school and at a local and global level.
- As a staff, we recognise our own responsibility as learners to be open, thoughtful and willing to do everything necessary to be outstanding.



# HOME - SCHOOL PARTNERSHIP

We are very pleased that you and your child are members of the Sundon Park Junior School community. We hope to work closely together to ensure your child has a happy and successful time at our school. We also hope to develop effective links between home and school to ensure that your child develops intellectually, socially and emotionally and is able to take full advantage of all that school life has to offer.

We recognise that, as parents, you are closer to your child and understand their needs more than we ever will in school. Our experience suggests that there are ways in which you can demonstrate your interest in a valuable and supportive way. We are asking you to enter into a partnership between home and school to strengthen these aims.

## **As a school we will:**

- Ensure that each child has the opportunity to develop as an individual.
- Provide challenging programmes of teaching, learning and guidance appropriate to the needs of each child.
- Monitor the development of each child and inform parents of their child's progress through written reports, consultation evenings and individual interviews.
- Help children to develop a sense of caring and concern for the welfare of others.
- Set a regular and appropriate programme of homework.
- Celebrate the success of the children.
- Promote respect for other races, religions, genders and attitudes.
- Provide early warnings about any concerns or problems related to a child's work or behaviour.

## **As a pupil I will:**

- Arrive at school on time.
- Be kind and thoughtful to others by my words and actions.
- Take care of the school's and other people's belongings.
- Always dress smartly in school uniform.
- Move around the school sensibly and quietly.
- Work and play safely both inside and outside.
- Always try to do my best work.
- Listen carefully and follow instructions straight away.
- Work quietly without disturbing others.
- Have the correct equipment for each lesson.

This code of conduct was written by the children and states the behaviour expected at all times at Sundon Park Junior School.

## **As a family we will:**

- Support the school's behaviour policy and code of conduct.
- Ensure our child is correctly dressed and equipped for schoolwork.
- Ensure our child attends school promptly and regularly.
- Ensure our child's home/school contact book is read, signed and returned to school.
- Ensure homework is completed and returned to school at the required time.
- Foster a positive attitude towards school and learning.
- Praise and encourage good work, effort and behaviour.
- Share any problems or concerns that may affect our child's education or behaviour immediately.
- Attend and support activities and events organised by the school and wider community, such as the Friends of Sundon Park Junior School or Governing body.
- At all times behave calmly and respectfully towards members of the school community.



## THE SCHOOL DAY

|       |    |       |              |
|-------|----|-------|--------------|
| 8.50  | to | 9.00  | Registration |
| 9.00  | to | 9.15  | Assembly     |
| 9.15  | to | 10.15 | Lesson 1     |
| 10.15 | to | 10.30 | Break        |
| 10.30 | to | 11.30 | Lesson 2     |
| 11.30 | to | 12.30 | Lesson 3     |
| 12.30 | to | 1.30  | Lunch        |
| 1.30  | to | 1.35  | Registration |
| 1.35  | to | 2.35  | Lesson 4     |
| 2.35  | to | 3.35  | Lesson 5     |

The school gates are open between 8.30 and 8:47. On arrival at school, children should go straight to class for their morning activities. This is a time for children to prepare themselves for the day. The register will be taken promptly at **8.50**. Any child who is not in class when the register is taken will be marked as absent.

### **LATENESS**

If your child arrives late for school, he/she must report to the school office so that the attendance register can be amended and an entry made to record the lateness. This includes any child who is not in class at 8:50.

### **ABSENCES**

If your child is absent for any reason please inform the school by telephone and then support this with a letter as soon as possible but no later than the next time they are in school. If we have not been informed as to why your child is absent we will text you and ask you to contact us immediately to confirm the absence. Our Educational Welfare Officer regularly checks registers and parents are contacted if there are unaccounted absences or frequent absences. As a matter of safeguarding in the event of continued unauthorised absence, we will endeavour to find out further information regarding absences from the pupils contact list.

### **APPOINTMENTS DURING THE SCHOOL DAY**

If at all possible, appointments should be made outside of school hours. If an appointment during school time is unavoidable then a letter and evidence of the appointment will need to be sent to the class teacher or taken into reception. Children will not be allowed off the school premises unless collected by a responsible person.

### **LEAVE DURING TERM TIME**

Children need to attend school everyday unless medically unfit to do so. Leave will not be granted other than in exceptional circumstances as set out in the School Term Time Leave Policy. This can be found on the school website. This policy follows that of Luton Borough Council.

### **SECURITY AND SAFETY**

We take the security and safety of our pupils very seriously and a number of security measures are in place across the school. Once all the children are in the school building, all outside access gates are locked. All visitors to our school must enter through the Reception where the appropriate security checks can be made.



# HOME - SCHOOL RELATIONS

## HOMEWORK

Homework at SPJS serves several purposes:

- It ensure pupils read regularly
- It reinforces learning in school
- It encourages pupils to demonstrate their understanding
- It helps pupils to recognise and cope with questions which will be set in national assessment tests

### **Reading**

Each child will be issued with a reading log, usually on a monthly basis. If children are to do well at school it is essential that they read regularly. We therefore ask that you set aside some time every day to read with your child. In year three we follow on from infant school so your child will be issued with a reading book to take home. This must come back into school every day. Please complete the reading log so we know how well your child is doing.

### **Maths and English**

Each child is issued with a homework folder at the beginning of the year. Each week the teacher will put the maths and English homework in the folder, together with marked homework from the previous week. Homework is set on a Friday and must be returned by Wednesday at the latest. This will often reflect the style of questions used in the SATs but the content is set within the expectations for the year group. For a very small number of pupils, the work will be set within a previous year group to reflect their current level of progress. In English, the homework will often provide an opportunity to practise the aspect of spelling, punctuation and grammar which has been taught recently. On other occasions it will be a writing homework. For maths, there will be a mixture of arithmetic and problem solving questions.

**It is essential that parents support their children in making sure homework is completed to a good standard and returned to school by the deadline. Presentation is important and pupils are expected to take pride in their work.**

### **Multiplication tables**

Pupils are expected to practice their multiplication tables so that by the end of each school year they are able to recall multiplication and division facts without needing to start from the beginning of the table or use their fingers to help them.

By the end of year 2, pupils are expected to know at least the 2, 5 and 10 times tables

By the end of year 3, pupils are also expected to know the 3, 4 and 8 times tables

By the end of year 4, pupils are expected to know all their division facts up to and including 12 x 12

In years 5 and 6 it is essential that pupils continue to practise these tables so they do not lose the rapid recall of facts.

### **Spellings**

We teach spelling patterns on a weekly basis through the No-Nonsense Spelling Scheme. Pupils might be asked to practise these at home. We do not have weekly spelling tests as there is little evidence that these improve children's spelling techniques.



# **RULES AND BEHAVIOUR**

At Sundon Park Junior School we aim to teach children to take responsibility for their own behaviour and actions. We have a Behaviour Management Policy that is used consistently throughout the school. Children are taught that their actions, good or bad, have consequences and that they all have equal rights and responsibilities.

## **BEHAVIOUR MANAGEMENT POLICY**

At Sundon Park Juniors we use a behaviour management scheme called 'Good to be Green', which identifies and rewards good behaviour whilst monitoring and imposing consequences for antisocial behaviour.

We have a comprehensive Behaviour Policy in place, which can be viewed on our website, The principles upon which this policy will be based have been agreed by Governors and staff and are:

- A positive approach to behaviour management.
- Awareness of the pupils emotional needs.
- Encouragement of self worth, self discipline and self confidence.
- Mutual respect and pride in our school.
- Equal opportunities.
- A fair and consistent approach.
- Short term rewards.
- Clear sanctions to modify behaviour.
- Parental Partnerships—sense of community and shared values
- Collaboration with outside agencies.

## **CURRICULUM**

All children follow the National Curriculum as defined by the Department for Education. We will make all reasonable adjustments necessary to ensure pupils with specific needs can access the curriculum.

Parents have the right to withdraw their child from all or part of the RE lessons and Sex and Relationships programme or Collective Acts of Worship as outlined in the relevant policies which are on our website. If a parent wishes their child to be withdrawn, they should discuss this with the Head Teacher, and make it clear which aspects of the programme they do not wish their child to participate in. The school always complies with the wishes of parents in this regard.



## SPECIAL EDUCATIONAL NEEDS

A child has special educational needs if he or she has a significantly greater difficulty in learning than the majority of children of the same age or has a disability which prevents or hinders the learning process.

We aim to give all pupils identified as having a Special Educational Need (SEN) a full and appropriate education based on the National Curriculum. These children are supported in their year groups within the classroom and in small focus groups where necessary.

The school follows the SEND Code of Practice, which gives guidance on policies and procedures aimed at enabling children with SEN and/or a disability to achieve their full potential.

We make every effort to identify children's needs and work towards meeting these needs as early as possible. We will contact parents and involve them with the process.

Each term there is a School Liaison Meeting where staff from the school and other professionals discuss identified children and the progress that is being made. During the meeting, dates are made for children to work with the professionals and parents are informed of any decisions made.

Under our school SEND policy there are 3 stages of SEND:

- AEN: Additional Educational Needs
- SEN Support
- Education, Health and Care Plan (EHCP)

### **AEN**

A child is identified as AEN (having additional education needs) if they are making little progress in class or the school has concerns regarding their behaviour. Interventions are put in place to help to close the gaps in learning. If a child is displaying challenging behaviour then the actions identified in the school behaviour policy will be implemented.

### **SEN Support**

A child is identified as requiring SEN support if they continue to make little progress in the class or the school has concerns regarding their behaviour, over a period of time. Additional support will be given to help achieve targets and parents are asked to work with and support their child. It may be that the school seeks further advice from specialist services. Parents will be consulted and a Personal Learning Profile (PLP) would be discussed. In the case of challenging behaviour, a Behaviour Support Plan (BSP) may be implemented. Dependant on the needs of the child the BSP and PLP will work alongside each other.

### **EHCP**

If a child has severe learning needs the school may apply to the Local Authority for an EHCP. This process involves a number of agencies contributing to and supporting the application. The local authority then investigates the case and may conclude that an EHCP is necessary.

The school is then entitled to extra resources to fund support for this child. The level of funding and therefore level of support is determined by the Local Authority and school.

### **Personal Learning Profile Targets**

The school has a tracking system in which children will have a maximum of 4 targets. These targets are specific and have a clear time limit. Targets are worked on in class and in small groups and the children track their own progress toward achieving these. Parents are consulted about these targets.

### **Short Term Interventions**

Sometimes children may have additional needs due to gaps in their learning. In this case, they may be given a short term intervention to try and reduce the gaps. Interventions usually happen outside of the classroom in small groups and are led by an experienced Learning Support Assistant. Progress of these children is monitored by the SENDCo and class teacher.



# **SCHOOL UNIFORM**

**White polo shirt with school logo**  
**Navy sweatshirt with school logo**  
**Navy fleece with school logo (optional)**  
**Plain black/grey school trousers, shorts or skirt**  
**Black school shoes (for safety reasons, open toed sandals are not permitted)**  
**Summer dress - blue or navy gingham**

School uniform gives children a sense of belonging to a community. For this reason children must wear an outer top layer which displays the school logo. A child may wear a plain white polo shirt under their sweatshirt but we ask that all pupils have at least one school polo shirt for when the sweatshirt is not worn. This is particularly important for school trips so children can be easily identified.

To make the purchasing of school uniform easier and cheaper for parents, our Governors made the decision for school uniform to be purchased online via Tesco. If you experience any problems with this process, please do not hesitate to contact us.

Children are expected to wear school shoes in school, however, they can wear trainers to and from school and during break time, but they must change back into their school shoes promptly for lessons.

Haircuts should be suitable for school—we actively discourage fashion fads and dyed hair. Children with long hair must have it tied back so it does not cover their eyes when they are working or become a hazard during PE. Make up and nail varnish are not allowed.

For safety reasons, jewellery is not allowed in school, with the exception of a watch and one small plain silver or gold stud earrings in each ear (which must be removed for all PE and games lessons).

## **P.E. Clothing**

**Black / dark blue shorts (indoor & outdoor)**  
**White logo t-shirt (indoor & outdoor)**  
**Black plimsolls (indoor)**  
**Black / dark blue tracksuit (outdoor)**  
**Training shoes (outdoor)**

In order to gain full benefit from P.E. lessons children will need to have their indoor kit and outdoor kit in school for all PE lessons. In the interest of personal hygiene children will not be permitted to do their P.E. lesson in their school polo shirt or sweatshirt. If children have forgotten their P.E. kit they will be set work to complete during the lesson.

In year 4, swimming kit for girls should be a one-piece swimming costume, hat and towel and for

# **EQUIPMENT**

We will provide the children with all the equipment they need to successfully complete any task we set. Your child can bring their own equipment if they wish, however the school can accept no responsibility for any loss or damage.

**Tipex** is a solvent and is not allowed in school.

**ANY EQUIPMENT BROUGHT INTO SCHOOL NEEDS TO BE NAMED, INCLUDING ALL SCHOOL UNIFORM AND PE KIT**



# SCHOOL MEALS

Our school meals are provided by Luton Borough Catering Service who run a cashless system. When children start at our school they will be issued with a card that parents can use to pay for school meals in a variety of ways including online, over the phone or over the counter at any Paypoint or Post Office ® outlet. We are unable to accept any payment for school meals.

School meals are currently priced at £1.90 per day. The School kitchen can be contacted on 01582 493028.

## Free School Meals

All schools receive additional funding for pupils who are entitled to Free School Meals (Pupil Premium). Pupils whose parents are in receipt of the following benefits are entitled to free school meals.

- Income Support
- Income based Job Seeker's Allowance
- Child Tax Credit Only (with no element of Working Tax Credit and a household income below £16190)
- National Asylum Seeker's Support
- Guarantee element of the State Pension Credit
- Employment and Support Allowance (Income Related)

To encourage parents to check their eligibility for free school meals, we are offering an incentive.

For every parent who completes the online form at [http://www.luton.gov.uk/Education\\_and\\_learning/Pages/Free-school-meals.aspx](http://www.luton.gov.uk/Education_and_learning/Pages/Free-school-meals.aspx), we will give them £20 towards school uniform.

In order to take advantage of this incentive, you will need to complete the short on-line application. You will then be sent a response within 15 working days which confirms your eligibility. Please bring this confirmation into school and we will issue with a £20 voucher towards school uniform.

As we do not hold school uniform in stock you will be required to purchase the uniform initially and then bring the receipt and your voucher into the school office and we will then reimburse you.

## Packed Lunches

Children may bring a packed lunch but the following requirements should be observed:

- Packed lunches should be packed in a suitable container, which is clearly labelled with the child's name.
- Drinks must be in an unbreakable container. No fizzy drinks allowed.
- We encourage parents to provide children with a healthy packed lunch.

If, for any reason, a child forgets to bring his/her packed lunch then he/she will be provided with a school lunch and parents will be expected to pay for this.

## Playtime Snacks

During morning break children are encouraged to eat a healthy snack but these must be packed separately from lunch. **Only fresh fruit or vegetables are allowed.**

## Water

We encourage children to drink water throughout the day to aid performance. Children are all issued with a non-spillable water bottle when they start school and they are encouraged to have this in the classroom where it can be refilled when necessary.



# **FINANCIAL INFORMATION**

## **Online Payment**

Sundon Park Junior School are now in a position to offer the facility for parents/carers to make payments online for school activities such as school trips and music lessons.

[Schoolmoney.co.uk](http://Schoolmoney.co.uk) will allow for both parents and the school streamlined, cost-effective and efficient payment collection system in a secure and safe environment. This system does not incur per transaction charges for either party.

You will receive letters informing you of trips and upcoming events. You will then also receive a text and/or email message that will give you the website address and your login details to enable you to go online to make the payment and complete the consent form. To enable you to make use of this facility please ensure we have all your current contact details.

You still have the option to pay by cash/cheques and these payments should be placed in a sealed envelope along with the consent form with your child's name and class on the front. Unfortunately, due to the increase in bank charges, if a cheque is returned to us from our bank, we now have no alternative but to pass the £4 charge back to the cheque signatory.

## **Supporting Primary School Pupils Fund**

We have been issued a small amount of funding for a limited period from Luton Borough Council and London Luton Airport Ltd. The funding is aimed at ensuring all Luton children in the primary phase have the very best opportunities.

The funding will be available to all children who are currently on free school meals or if their parent/carer currently receives tax credits. It is the responsibility of the parent/carer to apply for the grant for up to a maximum of £50 once only in an academic year. Parents will be able to apply for funding to assist in paying for:-

- School uniform
- Educational activities i.e. music lessons and clubs
- Educational trips

To take advantage of this funding parents would need to bring evidence of either their free school meals allocation or their tax credits award along with the grant application form. We can confirm that the information is seen by our School Business Manager and is then only kept on our files within the school.

If you need any further information on the above, please do not hesitate to contact our Family Worker, Simon Bradbury on 01582 000000, he will also be able to offer you the facility of completing the form in school.

## **COMMUNICATION**

Home/School contact books are given to children and intended for positive communication between staff and parents. If parents have any problems, please address these in the first instance by speaking to the teacher or writing a letter.

Every morning a member of SPJS staff will be available at the school gates should you wish to pass on information to your child's class teacher.

During the year the school will communicate with parents through newsletters, texts, emails, information afternoons and open evenings. Contact will be made when necessary for individual pupils when the need arises. Please contact the school to arrange an appointment with the class teacher in the first instance should you have any concerns.

We encourage parents to come in to school and support the children. Support can be shown in a number of ways; hearing children read, going on school trips, getting involved in fundraising activities or becoming a Parent Governor. Please contact the School Office if you are able to support the school in any way.



# **MEDICAL AND DISABILITY ISSUES**

To ensure the health, safety and welfare of all our pupils and staff, it is vital that the school is made aware of any suspected or diagnosed illness that affect your child. We will then put procedures into place to ensure your child still has access to all educational opportunities.

## **Administration of Medicine**

As you are responsible for the administration of medicine to your child, it would be helpful if you made arrangements for your child to return home at lunchtime or come into school yourself to administer the medicine.

If this is not possible then the following procedure must be followed:

1. Parents must give the medicine to a member of the office staff and sign a written indemnity form. We will only administer medicine once this has been completed.
2. Only medicine prescribed by a doctor can be administered.

### **The medicine must:**

- Be in its original bottle with contents and dosage clearly marked
- Have the child's name printed clearly on it.

Further details of managing medicine on the school premises can be found in our 'Supporting pupils at school with medical conditions and administration of medicine policy'

## **Individual Health Care Plans (IHCP)**

The Governors of SPJS will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Not all children with a medical condition will require an IHCP, however, when the school is notified of a child's medical condition, our Inclusion Team will work closely with parents and outside agencies to produce a plan to ensure the child receives the maximum support throughout the school day.

The main purpose of an IHCP is to identify the level of support that is needed at school. The IHCP clarifies for staff, parents/carers and the child the help the school will provide to support the child. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

Our Inclusion Team will ensure that adequate training for staff is in place and all appropriate staff are aware of procedures to support the child.

## **Pupils with Disabilities**

The school believes in equal opportunities for all and pupils with disabilities are welcomed at the school.

At Sundon Park there are, however, restrictions to access which makes part of the building inaccessible. The school has ramps built in the courtyard, enabling pupils in wheelchairs access to all areas of the ground floor. However, stairs lead to some classrooms which are on the first floor.

The school does not have any specific provisions at present for the disabled such as lifts or washing facilities but there is a disabled toilet in the Family Room.

The school has an accessibility plan, which is reviewed as and when required.



# ANTI-BULLYING

Outlined below are the aims and objectives of our anti-bullying policy. This policy was produced after consultation with members of the school community: teachers, teaching assistants, lunchtime supervisors, governors, parents and children.

## **Our definition of bullying:**

Bullying is a deliberate, persistent act or actions, physical or mental intended to hurt, frighten, intimidate or humiliate another person or group of people.

Bullying is not when children fall out with each other, or want to play with someone else, or a one off incident.

Our policy clearly outlines the different forms bullying may take.

Incidents of bullying are rare at Sundon Park Junior School but when they do happen all staff follow the school policy. Our Behaviour Support Administrator has received additional training which enables her to deal effectively with both the bully and victim.

## **Rational:**

Our school community made up of teaching staff, children, parents, lunchtime staff, governors, administration and premises staff, believe that every member of Sundon Park Junior School – adults and children – have the right to feel safe and respected in order to be able to work and learn effectively.

We are committed to providing a nurturing environment which promotes feelings of belonging, security and self-worth.

We value strong and supportive liaison between parents, children and school.

**Aims and objectives:** The school aims to deal with all issues of bullying in a non-confrontational manner. Our main objective is to encourage self-awareness and, therefore, self control. With support, children will be required to take responsibility for their own behaviour.

Also included in the policy are the consequences children will receive for being involved in incidents of bullying.

If you are concerned that your child may be the victim of bullying please contact the class teacher so that the appropriate action can be taken.

If you would like to see a full copy of the policy, please enquire at reception or download it from our school website.



## **SCHOOL OFFICE**

Our Staff in the school office help to ensure the smooth running of the school and the communication of information to and from parents/carers. The school office should always be your first port of call if you have any questions or require information.

It is vital that the office has up to date contact information for you at all times, so we are able to contact you in case of emergency.

## **AFTER SCHOOL ACTIVITIES**

Some extra curriculum activities are run voluntarily by members of staff and are dependent upon staff time and pupil interest. These may change termly. In the past they have included football, choir and art club.

Other clubs/activities are provided and run by outside agencies and may incur a fee. Previously these have included karate, cheerleading, gymnastics and street dance.

## **HOUSES**

The school is divided into four Houses - Chiltern, Pennine, Grampian and Mendip. Children from all four houses are in every class. The house system is used for sports day and various Competitions as well as weekly good behaviour points.

## **SCHOOL SPORTS KIT**

The school holds Sundon Park Junior School sports kits so that the children look smart when they represent the school at sports fixtures.

We ask that you return clean kits to the school office.

Should your child lose the kit we will ask you to pay for the item(s) which have been lost.

We trust that parents understand why we have to take these precautions - kits are expensive and we cannot continually fund new kits.

## **PHOTOGRAPH PERMISSION**

The school prides itself on the achievements of its pupils and as often as possible information is sent to the local press for publication. This often includes photographs of the pupils involved in events such as a school production, sports fixtures, etc.

It is necessary to request parental permission before pupils' photographs are placed in the press. We therefore ask that you complete and return the form confirming whether or not you agree to photographs of your child being used in this manner.

If this form is not returned then we will be unable to include your child in photographs of school events.



# ADMISSION FORM

Please complete in block capitals and return to school

Child's Surname ..... First Name .....

Preferred name .....

Date of Birth ..... Male/Female

Address .....

Postcode ..... Tel no .....

Tel no for text messages .....

Email Address.....

Mother's Name Mrs/Ms/Miss .....

Address (if different to child's).....

Postcode ..... Mobile .....

Work place ..... Tel no .....

Father's Name Mr .....

Address (if different to child's).....

Postcode ..... Mobile .....

Work place ..... Tel no .....

Other Contact

Mr/Mrs/Ms/Miss ..... Relation to child .....

Address .....

Tel no ..... Mobile .....

Mr/Mrs/Ms/Miss ..... Relation to child .....

Address .....

Tel no ..... Mobile .....

Which parent does your child live with? Mother /Father / Both

**Do both parents have parental responsibility? YES/NO**



# ADMISSION FORM

## DIET/MEDICAL

Does your child have any medical concerns? YES/NO

Details:

Doctor's surgery ..... Tel no.....

Does your child have any special dietary requirements? E.g. vegetarian ,allergies

Details:

Do you give permission for the school to administer first aid to your child: plasters, ice packs etc?

YES/NO

ETHNIC ORIGIN (Information required by DfE -Please circle the category which best describes your child)

### White

British Irish Traveller of Irish heritage Gypsy/Roma Turkish/ Cypriot Other

### Mixed

White & Black Caribbean White & Black African White & Asian Other

### Asian or Asian British

Indian Pakistani Bangladeshi Kashmiri Other

### Black & Black British

Caribbean African Other

Other Please state: .....

First language used at home: .....

Which languages were spoken regularly to your child from ages 0 - 5? .....

Which languages are spoken regularly in your home? .....

Is English an additional language for your child? YES/NO

Child's Religion: .....

How does your child usually travel to school?

Walk....Car....Bike....Other (please state) .....

I agree that if my child requires urgent medical treatment during school times and it proves impossible to contact us, the Head Teacher or senior member of staff is authorised to give consent on my/our behalf.

I have read and understood the Home/School Partnership statement.

Signed.....Parent/Carer



# **ACCEPTABLE USE AGREEMENT** **INTERNET AND ICT FACILITIES**

At Sundon Park Junior School we recognise that information and communication technology (ICT) plays an important part in learning.

All learners in school must use technology appropriately, safely and legally.

We have a responsibility to make all learners aware of appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the Internet and related technologies as required by the National Curriculum. Both pupils and their parents/carers are asked to sign this Acceptable Use Agreement to show that the rules have been understood and agreed.

## **Acceptable use Agreement**

- I will only access the system with my own login and password, which will be kept secret
- I understand that school computer and Internet use must be appropriate to my education
- I will always ask permission from a member of staff before using the Internet
- I will only email or message people my teacher has approved of as part of a school activity
- I will always be polite and responsible when contacting others; messages on the Internet reflect our school and should therefore be treated as public messages
- I will not reveal my own or anyone else's name, address or any other personal details
- I will immediately report to a member of staff any inappropriate material or messages
- I am aware that the school will check my computer files and will monitor the Internet sites I visit

## **Pupil's agreement**

I have read and I understand the school policy for acceptable use of the Internet

Pupil: ..... Date: .....

## **Parent's consent for Internet access**

I have read and understood the school policy for acceptable use of the Internet and give permission for my son/daughter to access the Internet.

Parent/Carer: ..... Date: .....



# CONSENT

**CHILD'S NAME:** .....

## SCHOOL READING & LIBRARY BOOKS

I agree to replace lost or damaged books while they are in my child's care.

## SCHOOL SPORTS KIT

I have read the information regarding school sports kits.

Should my son/daughter lose the school kit that they have been issued, I will pay for the replacement.

## PHOTOGRAPH PERMISSION

I agree to photographs being used.

|                          | <u>YES</u>               | <u>NO</u>                |
|--------------------------|--------------------------|--------------------------|
| Internet                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Website                  | <input type="checkbox"/> | <input type="checkbox"/> |
| School Publicity         | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Press              | <input type="checkbox"/> | <input type="checkbox"/> |
| Talk for writing project | <input type="checkbox"/> | <input type="checkbox"/> |

**SIGNED:** .....(PARENT/GUARDIAN)

**DATE:** .....



## **PARENTAL CONSENT FOR REGULAR EDUCATIONAL VISITS/ ACTIVITIES**

Child's Name: .....

I hereby agree to my child participating in recognised activities off the school site, but in the county or neighbouring area. For example, environmental studies, swimming, joint activities with other schools, etc.

### **I understand that:**

Such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home.

My specific permission will be sought for any out-of-school activities beyond those outlined and which could involve commitment to extend journeys or times, expense or hazards.

All reasonable care will be taken of my child in respect of the activity/educational visit.

My child will be under obligation to obey all directions given and observe all rules and regulations governing the educational visit/activity and will be subject to all normal school discipline during the educational visit/activity.

Any medical condition or physical disabilities will be notified to the school now and as and when they arise.

Signed: .....(Parent/Guardian) Date: .....