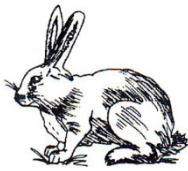


Harefield Junior School

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Admissions

Admissions to the school is through the Local Authority but parents are welcome to visit the school for an informal look around by appointment.

Our admissions criteria is set out on our website.

We have very close links with Harefield Infant School and transition arrangements are smooth and well planned to ensure that the children continue to be as successful at Harefield Junior School.

An application for a place at the school can be made by telephoning the Local Authority on 01895 556644 or online at www.hillingdon.gov.uk/schools

Secondary School Allocation

Information about Secondary School allocation is made available by the Local Authority on their website and via community advertisements. Information is also circulated to parents of Year 6 children. Parents can see the Executive Head Teacher on an individual basis for advice.

The School Day

School Times

Morning session: 8.45 – 9.00am (soft start) – 12.05pm

Afternoon session: 1.00pm – 3.10pm

No child should be on school premises before 8.40am, unless they are attending our Breakfast Club.

Breakfast Club: 8.00am – 8.25am

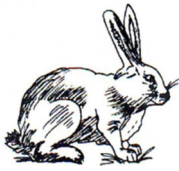
Please be on time. This enables your child to settle quickly to learning. If you arrive after 9.00am you should go to the school office and fill in the late book, recording the reason for the lateness.

Any child who is not collected at the end of the day at 3.10pm will be looked after until a parent or known adult arrives. If, for any reason, you need to collect your child early from school, or if someone else is collecting them on your behalf, please let us know.

It is very important that you keep us informed of any changes of contact telephone and/or mobile numbers and home addresses.

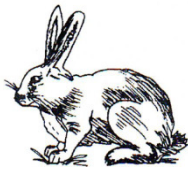
Participation Team

Participation Officers are employed by the Local Authority to visit schools and discuss issues about attendance. They offer support and advice to pupils and families for whom regular attendance seems to be a problem. Their aim is to ensure that all children benefit from the education to which they are entitled. Participation Officers work closely with other agencies, including school nurses, Educational Psychologists, Social Services, the police and other voluntary agencies.



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Lunch Arrangements

The Pantry supplies a delicious school meal daily to Harefield Junior School. The hot meal is prepared at Harefield Infant School in their purpose built catering kitchen. The Pantry school chef cooks the meals fresh each day using high quality ingredients and the children not only enjoy their meals but are able to concentrate more in the afternoons after a hot lunch. Alternatively please browse our website for more information.

For children who prefer to eat a packed lunch, they should be in a named lunch box. Drinks should be in a plastic bottle or flask with a screw top. Please provide your child with healthy options e.g. fruit, vegetables, pasta, brown bread etc. Crisps, sweets and chocolate are not allowed.

Free School Meals

Children in families who are in receipt of various benefits may be eligible for a free school meal. Please contact the office for more information. All applications are treated confidentially.

General Data Protection Regulation & Subject Access Request

The school adheres to both of these issues and information is available on our website, or a copy of the policy would be made available upon request to the school office.

School Council

We encourage children to be responsible for themselves, each other and the school. We have a School Council, which meets regularly with a teacher to look at life in school. Two members of each class (one boy and one girl) take comments/suggestions from each class to the meeting and ideas are then fed back to the rest of the school.

House Captains

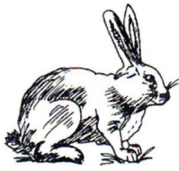
The school has House Captains whose role is more ambassadorial. They organise charity work, meet guests and are elected by the whole school.

Prefects

Year 6 has prefects and their job is to help with the smooth running of the school.

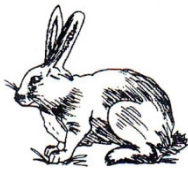
Other Representation

The school has Health and Safety officers and Road Safety Officers.



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Health Education

In common with the National Curriculum, it is our belief that Health Education is a vital element of a child's education and welfare. We have programmes of road safety, personal hygiene and healthy eating.

Sex Education

We create an atmosphere where children develop a secure basis for positive stable relationships for the present and future and provide a variety of topics and resources across the curriculum to support this. Sex Education is part of the Personal, Social and Health Education programme, which will be formally taught in Year 5, with follow up work in Year 6 and this area of schoolwork is carefully and sensitively taught. All parents/carers will have the opportunity to view material that will be shown to the children. A parent/carer has the right to withdraw their child from seeing the Sex Education videos and to do this the parent/carer must put this in writing to the Executive Head Teacher. However, we hope that parents want their child to participate and the Executive Head Teacher would be available to discuss the matter with parents.

Drugs Education

Children in Year 5 follow the approved policy on Drugs Education. Parents are invited to view the video material used in the lessons before their child sees it.

Complaints Procedure

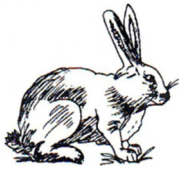
If parents/carers have a concern about the school curriculum, Religious Education or collective worship, they are asked to speak with the class teacher. If this does not resolve the problem, or if you prefer, the Assistant Head Teacher, Deputy Head Teacher or Executive Head Teacher will be pleased to talk with you. We hope that most concerns will be resolved through discussion. Further details are given in the official complaints procedure, a copy of which is available on request or on our website.

Partnership with Parents

We believe that children achieve their best when parents and teachers work together in partnership to support learning. We encourage parents to be involved in their children's education. We hold regular target setting evenings and we send home a fortnightly newsletter to keep parents up-to-date with everything that is happening in our school. We also have Teachers 2 Parents a text messaging service for instant messaging or you can look on our website www.harefield-jun.hillingdon.sch.uk.

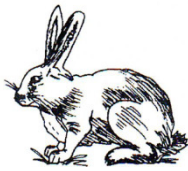
Working Relationships

We aim to deal with any concerns as quickly as possible and if you are worried about your child's progress, please contact the class teacher. If you feel it would be inappropriate to discuss the matter with the teacher, or having spoken to a teacher, the matter is still a concern, please make an appointment with the Assistant Head Teacher, Deputy Head Teacher or Executive Head Teacher, who will try to see you that day, or within two days at the most.



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School Policies

Copies of all school policies, national curriculum documentation and documents issued by the Department for Education may be viewed at the school office. Alternatively, copies of our School Policies can be found on our website.

Photographs

Within the induction pack parents/carers give permission for photos to be taken of their children and these are used in display/website/newspaper articles. Parents may video their child's assembly for their own personal use. If any parent does not want his/her child to be photographed he/she must put this in writing to the Executive Head Teacher, who will respect their request.

Home School Agreements

We ask all parents/carers to sign our Home School Agreement which gives a clear understanding of what the school, parents and children can expect from each other. The children then sign this and we keep a copy in school and send one home to the family.

Pastoral Care

Harefield Junior School is a very caring community and our aim is that the children should become socially well adjusted. We encourage a spirit of responsibility and self-discipline which is the essence of becoming a good citizen. Education is very much a partnership between home and school.

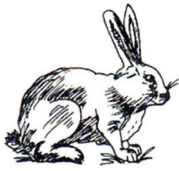
Class Teachers are responsible for the children in their class, which encompasses learning, health, safety and welfare. Teachers will therefore monitor their children's conduct outside the classroom and encourage consideration for people and property.

Inclusion/SEND (Special Education Needs and Disabilities)

Harefield Junior is an inclusive school. We are proud of how we value and support each and every one of our children. We expect all our children to reach their full potential and support their individual needs to ensure they can reach the highest standards they are capable of. Teachers plan lessons to ensure all children make progress in class, taking into account their attainment level and individual needs. Our SEND Co-ordinator regularly monitors the children in the school and assesses for Special Educational Needs. Any concerns will be discussed with you.

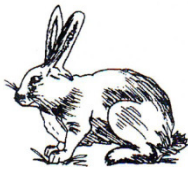
English as an Additional Language (EAL)

This is assessed and support provided, if required.



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Gifted and Talented

The Gifted and Talented children are identified in Year 3 and tracked through the school on a regular basis. As they progress through the school they have opportunities to attend special events and extra-curricular activities to ensure efficient progression.

First Aid and Medicines

Should prescribed medicines be required during school times, they must be handed in on arrival to the Welfare Officer, and a permission to administer letter must be signed by the parent/carer. The medicine must be collected before going home. All medicines should be clearly labelled and the exact dosage made plain.

Children who need to use asthma inhalers keep them in the school where they have access to them whenever they need them.

Child Protection

The Local Authority requires all Designated Safeguarding Leaders to report any obvious or suspected case of child neglect or abuse. This may be a non-accidental injury, physical neglect, emotional abuse and/or sexual abuse. The procedures schools have are intended to protect children who may be at risk. We want to work with our families to ensure that we are meeting the needs of your children at all times. Sometimes this means we have conversations with you that might be uncomfortable or upsetting, however we do this with your child's best interest at heart.

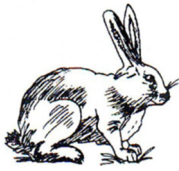
Schools are required to take the attitude that where there are grounds for suspicion, it is better to be safe than sorry. The Executive Head Teacher and the staff of the school endeavour to act in the best interests of the child and take this responsibility very seriously.

Safeguarding

Safety of all our children is our prime concern and schools have a duty to carry out a Disclosure and Barring Service check (DBS) on anyone who would have unsupervised contact with children, which includes members of staff (teaching and support), governors, visitors and guests (e.g. musicians) and our Friends of Harefield Junior School. We ensure that visitors sign in/out of school and wear badges at all times.

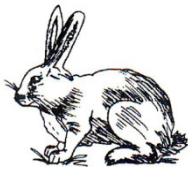
Protocol for Children Left After School

Children should be collected on time at the end of the school day. However, in an emergency parents should immediately phone the school office to advise. However, if the parent/carer has not contacted the school before 3.40 pm, the Education Welfare Service at the London Borough of Hillingdon will be advised. Please refer to our school web site to see the detailed information, which is in line with the Local Authority's guidelines.



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Health and Safety

We have a designated member of staff in charge of all health and safety procedures, who works alongside the Site Manager to ensure that all equipment is safe and up to date. Children take part in regular fire drills where rules are enforced to ensure safety at all times.

Uniform

School uniform is a well-established tradition at Harefield Junior School and we welcome your co-operation in this.

The children wear:

Boys

- Grey or black trousers or grey shorts in summer (not sports shorts)
- Pale blue polo or white shirt
- Royal blue school sweatshirt.

Girls

- Grey or black skirt, or pinafore or black trousers – not leggings
- White polo or white blouse
- Royal blue school cardigan
- Cotton white/light blue school summer dress.

For PE

- Trainers or plimsolls
- Black shorts
- White T-shirt
- Grey or black track suit in winter.

For art/Craft an overall/old shirt can be worn on top of uniform.

Jewellery

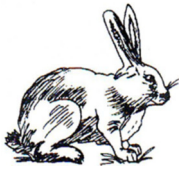
Children should not wear jewellery to school. However, if children have their ears pierced they may wear a small plain stud but no other type of earring. It will be the responsibility of the child to take them out for all Games, PE and swimming and also for safekeeping.

A comprehensive list is on the next page for your guidance.

We do not hold stock of uniform at school. Parents can order school uniform online at Mapac – www.mapac.com/education/parents. A 'How to Order' guide is included in the Induction Pack.

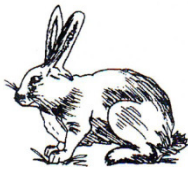
Community Links

Our school raises money for various charities throughout the year e.g. Children in Need, Comic Relief, Save the Children, Sport Relief, the Royal British Legion, Harefield Dogs' Trust and our local Hospice, Michael Sobell House.



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We build in visits to local places such as The Harefield Academy, library, places of worship and care homes. These are linked to the children's learning and also builds up an awareness and confidence in facilities within the Community.

The school welcomes students on work experience as well as student teachers who work in the school as part of their training.

The Friends of Harefield Junior School

We have a very active group of parents who organise fundraising events throughout the year. Past events have included school discos, Summer Fayre, firework displays, Mothers Day sales, Fathers Day sales and Secret Santa sales. The Friends are always looking for new members and your support and skills would be most welcomed.

ANZAC Day

One of the biggest events on the school calendar is ANZAC Day when we remember the contribution of Australian and New Zealand soldiers. Harefield has appeared in national Australasian newspapers recently and we have received an award from the Veteran's Association and gifts from the Australian Government. April 2015 was the ANZACs 100th Anniversary and the school has a special peace garden at the front entrance to commemorate this.

Peripatetic Music

Children from Year 3 onwards have the opportunity to learn to play the violin/viola with a teacher from the Local Authority, who charge termly tuition fees. We also have guitar, keyboard and Music Tech, offered by outside providers who also charge tuition fees.

Parent Volunteers

We encourage parents to volunteer to listen to readers. If you are interested please call into the school office. You will be required to undertake a DBS check (which the school will arrange).

No Smoking

The school is a smoke free zone and smoking is strictly forbidden inside or within the school grounds.

Dogs

Dogs are forbidden on school premises.