

# Ottershaw Church of England Junior School

## Parents Handbook



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June 2018





## General Information

Ottershaw Infant and Junior are two Federated Church of England voluntary controlled schools for children from 3 to 11 years. They currently have a two form intake at 4+ (60 pupils) and a two form intake at 7+ (60 pupils). The Nursery unit at the Infant school takes children in the term following their third birthday.

School address: Ottershaw C of E Infant and Junior Schools

**Junior Site:** Fletcher Road  
Ottershaw  
Surrey  
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Telephone: 01932 872323

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Email: [junior@ottershawcofeschools.surrey.sch.uk](mailto:junior@ottershawcofeschools.surrey.sch.uk)

**Infant Site:** Fletcher Close  
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KT16 0JT

Telephone: 01932 873652

Fax: 01932 873995

Email: [infant@ottershawcofeschools.surrey.sch.uk](mailto:infant@ottershawcofeschools.surrey.sch.uk)

Website: [www.ottershawcofeschools.surrey.sch.uk](http://www.ottershawcofeschools.surrey.sch.uk)

**Local Area Office:** NW Area Office  
Quadrant Court  
Woking

### **Accommodation**

We are set in extensive and attractive grounds comprising of playing fields and environmental areas. All weather play surfaces incorporate netball courts, a gazebo and a trim trail.

The schools occupy two main sites joined by a shared playing field and path. The Key Stage 1 campus accommodates the Nursery, Foundation Stage and Years 1 & 2. The Key Stage 2 campus accommodates Years 3 – 5 in the main building and Year 6 in its own separate block.



*Motivated to learn, empowered to achieve*

**Our Values:**

Our Christian foundation underpins everything we do. God's love influences how we learn, grow and play together, supporting our community spirit. Our ethos is important and integral to the life of our school. We support our ethos by teaching Christian based British values and expect everyone who works in partnership with us to subscribe to the principle of these values. Through Christian example we teach children the values of Respect, Compassion, Ambition, Endeavour, Responsibility, Perseverance, Resilience, Trust and Honesty.

**Our Vision:**

To nurture the academic, social and emotional development of all our children so they become successful adults who embrace the challenges and opportunities that life brings.

**We achieve this by:**

- ❖ Treating one another with respect
- ❖ Considering the needs of others
- ❖ Challenging and surpassing expectations
- ❖ Taking pride in what we do
- ❖ Encouraging curiosity and asking questions
- ❖ Stimulating creative and critical thinking
- ❖ Delivering learning through exciting topics
- ❖ Inspirational teaching

## Personnel

Executive Headteacher	Mrs J Hastings
Deputy Headteacher	Mrs D Jenkyn
Inclusion Manager	Mrs A Lisher

School Business Manager	Mrs J Vale
Finance Support	Mrs C Murdoch
Admin Support	Mrs L Moore

### **Key Stage 2**

#### Teaching Staff

Year 3	Miss R Shelley	Miss C Gamblin
Year 4	Mr P Sanders	Mrs C Syrett
Year 5	Mrs D Winsor	Miss P Grey
Year 6	Mrs J Ikin	Mr S Moore

On entry each pupil is assigned to a house group, currently named after an Olympic Hero and linked to the below colours.

**Green - Mo Farah** **Yellow – Hannah Russell** **Red – Max Whitlock** **Blue – Laura Trott**

These are an important part of school life and form the basis of a comprehensive reward system.

<b>School Hours:</b>	Morning session:	8.50 – 12.00
	Morning break:	10.40 – 10.55
	Lunch break:	12.00 – 1.00
	Afternoon session:	1.00 – 3.15

Morning Registration is at 8.50am, children should arrive from 8.30am and go into their classrooms. Please may we remind parents that we cannot be responsible for pupils who arrive earlier than these times.

**Your child's first day at Ottershaw C of E Junior School**  
**5<sup>th</sup> September 2018**

Welcome to the Junior school. We return to school, on Wednesday 5<sup>th</sup> September. Please bring your child to the small playground at the front of the school where he/she will be met by their teacher.

**Stationery Items and Equipment**

Each September, we encourage children to return to school with appropriate stationery equipment for the new school year. This will be replaced by school resources as the need arises. Please could we ask that your child returns to school with the following stationery and equipment:

- **2 lead pencils (HB) – preferably Staedtler or similar quality**
- **1 black Berol handwriting pen**
- **1 pencil sharpener**
- **1 small rubber**
- **1 large 30cm Perspex ruler**
- **1 packet good quality colouring pencils**
- **1 glue stick**
- **1 white board pen**
- **1 pencil case to contain the above equipment**
- **An Art Shirt**
- **P.E. Kit (see uniform list)**

Your child will be given a Home/School Reading Record that will be used daily to record their reading, spelling test results and parent/teacher comments. Please encourage your child to take responsibility for his/her Reading Record and make sure it is available in school every day.

## Lunchtime Arrangements

### **School Meals**

We are fortunate to have a kitchen on site supplying excellent meals. These are served in the dining hall following a cafeteria system and vegetarian options are available on request.

Once children become Junior age, they no longer receive government funded Universal Free School Meals. Children may choose to purchase a school meal for which payment is requested in advance or they may bring a packed lunch.

The cost of a school meal from September 2018 is £2.30 a day and payment may be made weekly or half-termly. You can pay by cheque, cash or through our online payment system, Schools Cash Office. You will be sent a separate letter when your child starts at the school in September with instructions on how to set up an account and the Pupil Link Code you will need to use for each child. Please note, if you have attended Ottershaw C of E Infant School, it will be necessary to set up a new online account that links payments to the junior school.

If you think your child may still be eligible for Free School Meals, please complete the Free School Meal Eligibility Form enclosed with your Welcome Pack or contact the school office. Eligibility criteria are on the reverse of the form.

With the exception of the start of the Autumn Term, a letter will be sent out at the end of each half term to advise you of the payment for the following half term.

If you wish to change your child's meal arrangements please complete the relevant form which is available from the school office or on the school website.

### **Playground Arrangements**

The importance of lunchtime is often underestimated in its potential for developing pupils' social and communication skills. As a result, significant funding is now being directed towards a high level of quality play and activity equipment, chosen by our children.

Pupils are supported in their playground activities and structure provided where necessary. KS2 playground areas are allocated to specific year groups to allow for interaction. The importance of taking care of equipment is emphasised and pupils are given responsibility appropriate to their age and development. Our Prefects run the Friendship Club to support positive playtimes.

## School Uniform

The wearing of school uniform ensures that all our children feel they belong to the school community. We seek the full co-operation of all parents in supporting this. Sweatshirts, cardigans, polo shirts and book bags can be purchased from our school uniform supplier Mapac online at [www.mapac.com](http://www.mapac.com) **All items of clothing must be clearly named with permanent pen.**

<b>Key Stage 2 (Juniors)</b>	
<b>Girls</b>	White shirt, school tie, <b>polo shirt with school logo – summer term only</b> , purple school V-neck sweatshirt or cardigan, black skirt, white or black socks, black flat shoes, purple gingham dress
<b>Boys</b>	White shirt, school tie, <b>polo shirt with school logo – summer term only</b> , purple school V-neck sweatshirt, black long or short trousers, black socks, black flat shoes
<b>PE Kit (All pupils)</b>	
	White t-shirt, black shorts and trainers for outdoor PE. A tracksuit is essential for cold weather.
A school reversible shower proof fleece is also available for purchase for outdoor wear only	
A protective garment such as an old shirt is essential for art and craft activities.	

We would ask that parents ensure that children only wear sensible, flat-heeled shoes for school. **All equipment and clothing should be clearly named.**

### **School Ties**

School ties are available to purchase from the school office at a cost of £4.00 each.

Please note that if a child has pierced ears - only plain gold or silver studded earrings may be worn. Surrey County Council's policy is that these must be removed for PE lessons. We would ask for parent's co-operation in this matter and suggest that any ear piercing is arranged to take place at the beginning of the summer break.

The wearing of any make-up, nail varnish and removable transfers/tattoos is not permitted.

Mobile phones are only allowed by prior arrangement with the Headteacher or Deputy Headteacher and must be left in the school office during the school day, in accordance with our Mobile Devices policy.

## Communication

Ottershaw is committed to fostering strong relationships with parents and the importance of these cannot be underestimated in the educational partnership in which we are engaged.

We know that as children become more independent and get dropped off at the gate, parents don't see their child's teacher every day. However, we are still available should you need to talk to us about anything! Please leave a message or enquire at the office and we will do our best to meet with you as soon as possible.

Class teachers do escort children from class to the front playground to meet parents and carers at the end of every day, and that is often a good time to have a quick conversation with them or make an appointment should you need longer than 5 minutes. Equally Mrs Hastings or Mrs Jenkyn are often on the gate in the morning, alternatively appointments to discuss anything with them can be made via the school office.

### **Parent Meetings**

We hold three parents' evenings each year. One in the Autumn term so that the teacher and parents can discuss how children are settling into their new class. The second in the Spring term to discuss progress and set targets, and finally one in the Summer term when parents are invited to come into school to collect their child's end of year report, and to celebrate the work the children have done over the course of the year.

### **Behaviour**

The school policy is to reinforce and reward good behaviour. We set high standards in the interest of both the individual and the school community. All parents receive a copy of the Behaviour Policy and it is also available on the school website.

It is our aim that every child should feel secure and happy at school and we actively work with children and parents to prevent bullying. Parents are encouraged to talk to the class teacher, Deputy Headteacher or Headteacher about any incidents which may arise so that these can be addressed quickly and positively.

Teachers agree class rules with pupils at the beginning of each academic year, in line with the whole school Behaviour Policy; and these are reinforced regularly. Consistent reward systems are in place across both schools.

## **Attendance**

It is very important that in case of absence, however short, parents notify the school. In the interest of your child's safety, we request a telephone call before 9.30am. If we have not received notification by this time we will contact you by text or phone to ascertain the reason for non-attendance. Oral messages from children cannot be accepted.

Where possible we would ask parents to arrange any dental/medical appointments outside school hours. Should this not be possible, parents are requested to show the office the appointment letter or card. Children should be collected from and returned to the Reception office where they will need to be signed out of school/back in upon return.

Please note we are required to document all absences from school and the reasons for them, any absence must be recorded as unauthorised until we receive information from parents.

Leave of absence in term time will only be authorised in very exceptional circumstances, please refer to our Attendance policy.

## **Assessment and Reporting**

The school operates a system of half termly continuous and regular assessment that enables class teachers to build up a picture of each pupil's achievements and areas for development. Children take an increasing role in the assessment process according to their age and maturity.

## **Home learning**

We recognise that children work hard at school and do need time to play and relax at home, but home learning provides opportunities to consolidate school based learning, independent learning and establish good habits as children progress to secondary school.

Expectations are that all children will read daily, have a weekly spelling list to learn, literacy and numeracy tasks every week and an ongoing topic based project.

## Special Educational Needs

We recognise that each child is different and has individual needs; and generally the class teacher can address these needs. However, there are times when a child may require extra support to achieve their potential.

Through careful screening and intensive monitoring, individual children's needs are identified. Able pupils are given opportunities to extend their skills and demonstrate their ability. Where children may need further support our Special Needs Co-ordinator will contact parents to arrange a meeting to discuss implementation of an individual provision map and outline the support and external professionals who we may involve to support the child. Teaching Assistants will also work with individuals and small groups to support children, as directed by the Inclusion Manager/class teacher.

## Community Links

### **The Ottershaw Parent Teacher Association**

The aims of the association are:

- to support the school and advance the education of the pupils attending it
- to promote the school within the community
- to foster and extend positive relationships and communication between staff, parents and the wider school community.

Every parent with a child attending the Ottershaw Schools automatically becomes a member of the OPTA. Registered as a charity, the organisation is run by a highly approachable committee of elected parents with the aim of raising funds for the rest of the school in as light-hearted way as possible. Events include cake sales, Firework night, Summer Fayre etc. The committee is always open to new ideas for fund raising and offers of help are welcomed with open arms.

In the past funding has been used to purchase a wide variety of equipment including items for the playground, books for classrooms and libraries, ICT hardware, items for the dining hall, whiteboard screens for every classroom, class cameras and the 50<sup>th</sup> Anniversary celebratory mosaic.

## Practical Arrangements

### **Clubs**

Varied programmes of lunchtime and after-school clubs are offered comprising of sporting, creative, linguistic and academic activities. Information is sent to parents termly listing the options available. For clubs managed by staff other than those employed at Ottershaw Schools a nominal fee is requested.

### **Charging for School Visits**

Parents will be asked to make a voluntary donation towards the cost of school trips and some visiting groups. A minimum amount is requested in order to cover costs and no profit is made on these occasions. Should parents not be in a position to contribute, their child will not be individually disadvantaged. Please do not hesitate to contact the school office in such situations. However, if there are insufficient funds to cover costs, the governors reserve the right to cancel the activity for all.

Payments for trips and activities can also be made through our online payment system, Schools Cash office.

### **Illness and Emergencies**

Children learn best when they are fit and lively. If they are unwell or tired then they will not give their best. If your child is taken ill during the school day, we will contact you or the person nominated as your emergency contact. It is vital therefore that we are kept informed of changes of address, work and home telephone numbers.

It would be much appreciated if you could check your child's hair regularly for head lice. They can thrive in any kind of hair, but can easily be treated with products as advised by your pharmacist. Regular combing through with conditioner when your child's hair is washed is recommended to help keep head lice at bay.

### **Medicines**

Medicines must be kept in the school office at all times. Please label containers clearly with your child's name and dosages. Parents are required to complete a Pupil Medication Request Form, available from the school office, when their child needs to have medication in school.

### **Complaints Procedure**

Should there be a cause for concern; most issues can be settled through an informal discussion with the Headteacher. Similarly, should any parents wish to view any LEA, Ofsted or school documents which are currently available, please arrange to see the Headteacher who will be pleased to discuss their implementation and significance for Ottershaw Schools.

### **School Text and Email Service**

We will endeavour to send as much information as possible through our email service although some letters will also come home as a paper copy, especially when authorisation for a visit is required. Again with our texting service, we will keep you up to date as much as possible. Please can you ensure that your email address and mobile number are correct if you wish to take advantage of this.

### **Car Users**

As you can appreciate, the location of the main school entrance contributes to significant congestion at the beginning and the end of the school day. The road safety officer and police ask for your co-operation in keeping the area safe.

The area marked with zigzag lines must be kept free from parking and cars dropping off or picking up children at all times. We earnestly request all parents to park away from the marked areas.

## Term Dates 2018-2019

<b>Autumn Term 2018</b>	5 <sup>th</sup> September - 18 <sup>th</sup> December 2018 <b>NOTE</b> - School closed 4 <sup>th</sup> September INSET day	Half Term	22 <sup>nd</sup> - 26 <sup>th</sup> October 2018 <b>NOTE</b> - School closed 29 <sup>th</sup> October INSET day
Christmas Holidays 19 <sup>th</sup> December 2018 - 2 <sup>nd</sup> January 2019			
<b>Spring Term 2019</b>	3 <sup>rd</sup> January - 5 <sup>th</sup> April 2019	Half Term	18 <sup>th</sup> - 22 <sup>nd</sup> February 2019
Easter Holidays 8 <sup>th</sup> April - 22 <sup>nd</sup> April 2019 <b>NOTE</b> - School closed 23 <sup>rd</sup> April INSET day			
<b>Summer Term 2019</b>	24 <sup>th</sup> April - 19 <sup>th</sup> July 2019 <b>NOTE</b> - School closed 21 <sup>st</sup> and 24 <sup>th</sup> June INSET days	Half Term	27 <sup>th</sup> - 31 <sup>st</sup> May 2019
Summer Holidays 22 <sup>nd</sup> July - 3 <sup>rd</sup> September 2019			

Any leave of absence in term time will only be authorised in very exceptional circumstances, please refer to our Attendance policy.

If at any time you have any questions please telephone or pop into the school office to see us and will endeavour to help.

We wish you a lovely summer break and look forward to seeing you on the 5<sup>th</sup> September!

Kind Regards

*The Office Administration Team*