

HOLTON LE CLAY JUNIOR SCHOOL

GENERAL SCHOOL AGREEMENT

DAILY ARRANGEMENTS

Times

Morning Session	8.45 a.m. to 12.15 noon
Afternoon Session	1.15 p.m. to 3.30 p.m.
Lunch time	12.15 p.m. to 1.15 p.m.
Playtimes	10.15 a.m. to 10.30 a.m. 2.10 p.m. to 2.20 p.m.
School Finishes	3.30p.m.

Arriving at school at the start of the school day

Gates are open from 8.30a.m. and the bell will be rung at 8.40 a.m. for the children to start lessons at 8.45 a.m.

Attendance

Children must attend regularly and arrive on time. The gate will remain open until 8.55 for any children arriving late. Any children who arrive after this time should report to the office in the main entrance.

Pupil absence must be reported by parents/carers in writing, person or telephone by 8.45 a.m. at the latest of each day of absence.

Each day, the registers are marked at the beginning of the morning and the afternoon session. All authorised and unauthorised absences will be recorded at the time the register is taken.

Leaving school at the end of the school day

The school day ends at 3.30p.m.

If you have arranged for your child to be collected after school or after a club and you wish for another adult to collect your child you must personally notify school of the name and relationship of the person collecting.

Assemblies

Assemblies take place daily. Celebration Assembly is at 9.00 a.m. each Friday. Families are welcome to attend this assembly.

Tuck shop and Milk

Tuck shop is available to all children during morning break. All items are priced at 30p. Milk is available for children whose parents have ordered and paid for the milk scheme with Coolmilk.

Food in Schools

Hot school meals may be ordered on our provider's website www.thefarmkitchen.com

Health and Safety

If a child has an accident in school, the class teacher will be informed and appropriate forms filled in to inform parents and noted in the Accident Book, which is located in the Medical Room. Telephone calls to parents/carers should be made where appropriate.

Medicines

Medicines should **not** be brought to school **except** for children suffering from illnesses such as asthma. For those children, arrangements will be made. These will be administered by the Midday Controller at lunchtimes and the Class Teacher/Executive Headteacher/other authorised staff, if necessary at any other time of the day. Any queries regarding medicines in school should be referred to the Executive Headteacher.

Safeguarding

If there is evidence or reasonable cause to believe a child/young person is suffering, or at risk of suffering significant harm, practitioners have a legal responsibility to inform Children's Services, Social Care. In most cases they will discuss this with you first.

WEEKLY ARRANGEMENTS

Staff Meetings

Staff meetings are held on Tuesday's weekly 3.45 p.m. to 5.30 p.m. These are to; discuss curriculum development, staff training and day to day business.

Senior Leadership Team meetings

SLT meetings are held weekly on Wednesdays after school 3.45 p.m. to 5.30 p.m.

Playground Duty

Each member of staff is timetabled to carry out playground duty in mornings and afternoons. Members of staff do not carry out lunch time duty. This period of the day is supervised by our Midday Controller team

Wet Playtimes

There must be an adult in the classroom during wet playtimes.

Family Assemblies

Each week parents are invited to our Celebration on a Friday which is led by our Executive or Deputy Headteacher,

TERMLY ARRANGEMENTS

Planning

Objectives are taken from the National Curriculum and teachers plan in a variety of ways - using cross curricular approaches, schemes and stand alone subjects - to best meet the needs of the pupils.

Assessment and Reports

Teachers carry out on-going assessment of pupils work, using the W (working towards) M (mostly achieving) or A (achieving) codes against daily lesson objectives. Summative assessments are recorded at the end of each long term. Interim reports are issues throughout the year, with an annual report being issued at Easter. Parents Evenings, both formal and informal, are held throughout the academic year.

Celebrating Achievement -

Happy Book - Children may be entered into the happy book for a good piece of work, showing a good attitude or for an act of kindness. After 5 entries they will receive a bronze award, 10 entries will be silver, 20 will be gold, 50 for diamond and 100 for comet. These awards will be presented at our celebration assemblies.

Excellent Work and Excellent Attitude - Two children from each class will be presented with these certificates each Friday during Celebration Assembly.

Transition Year 2 to Year 3

The Year 2 children will spend a number of days working with the Year 3 children and their new teacher/teachers at either the infant or the Junior School site to aid their future transition.

The children will visit the Junior School with their parents. They will also spend time with their future teacher. The continuous records kept by their Infant teacher will be passed on to the Junior School.

Transition to Secondary School

Many of our feeder schools offer taster days whilst children are in year 5. Induction days to their chosen secondary schools take place in year 6 during July.

HOLTON LE CLAY SCHOOLS' STORY

Our story will give you an insight in to what makes our schools enthusiastic and passionate learning communities. All our pupils are valued as individuals with different, talents, strengths and aspirations.

We have tried to capture our purpose and vision in a 'School Story'; in order to explain how and why we do what we do and where we aim to be. Our 'School Story' seeks to show everyone that we all aspire 'To be the best that we can be'.



At Holton-le-Clay Federation, we believe that we can:

Be curious: ask questions, investigate, listen, remain open minded.

Be respectful: to the environment (local, national and global), use our manners and follow our rules

Be understanding: demonstrate tolerance, support one another and help each other

Be hardworking: persevere, have pride in what we do and aim to reach our potential

If we believe that we can, anything is possible!

By aiming to 'be the best that we can be', we will support pupils to develop the skills, knowledge, character and ambition to prepare them to thrive in a rapidly changing world. We want them to become adults of whom you and we are proud.