

# ASHFIELD JUNIOR SCHOOL

Together We Achieve



*"You are always a student, never a master.  
You have to keep moving forward".*

Conrad Hall (cinematographer)

## HEADTEACHER'S WELCOME

Hello and welcome to our wonderful school!

We are all extremely proud of our school and everyone in it. We all work hard to do our best to support, encourage and help each other. We have a shared goal to develop each other's skills and talents and strive for the best. Our aim is to ensure that we provide the opportunities for everyone to succeed through learning new skills and discovering new talents we never knew we had.

We pride ourselves on our warm and welcoming atmosphere and this is often commented on by visitors to our school. Our school is a happy, safe and busy place to be. Everyone is encouraged to make a positive contribution and everyone is valued. We know that our children are the future and it is our job to invest in them now.

Mrs S Frost

Headteacher

## **GOLDEN RULES**

Everything we do at school centres around our core values or our 'Golden Rules'. These are:

**We are gentle - We don't hurt others**

**We are kind and helpful - We don't hurt anybody's feelings**

**We listen - We don't interrupt**

**We are honest - We don't cover up the truth**

**We work hard - We don't waste our own or others' time**

**We look after property - We don't waste or damage things**

## **OUR VISION**

Our vision statement was developed by staff, governors, parents and pupils in January 2015. These are the things that we aspire to:

**We will provide an inspirational environment with inspirational staff for aspirational children.**

**We will provide a safe, nurturing environment in which we will promote the wellbeing and happiness of every child. We will achieve this by encouraging the children to show respect for themselves and others so that they become reliable, tolerant and trustworthy members of our inclusive school and community.**

**We will ensure that our children are confident, independently motivated and resilient in order to achieve beyond their expectations and play a full part in a diverse society.**

**We shall encourage reflection, open-mindedness and a sense of curiosity about the world around them and their place within it.**

Our new school badge has been developed with the children and illustrates the 3 values they felt were most important- teamwork, kindness and respect.

## **THE SCHOOL DAY**

- 08:35 Gates open
- 08:45 Doors open
- 08:50-09:00 Registration & lunch orders
- 09:00-09:15 Assembly (Mon, Tues & Thurs)
- 09:15-10:30 Session 1
- 10:30-10:45 Break for Y3 & Y4
- 11:00-11:15 Break for Y5 & Y6
- 11:15-12:30 Session 2
- 12:30-13:30 Lunch
- 13:30-15:15 Session 3
- 15:15 School finishes

## **OTHER WEEKLY EVENTS**

- Golden Time takes place every Friday at 2pm (see BEHAVIOUR).
- Celebration assembly takes place every Friday at 2:45pm where awards and certificates are presented. Each class also delivers one assembly over the year; these are usually at 2:45pm on Thursdays.
- Staff meeting takes place every Monday at 15:30-17:00.
- Senior Leadership Team meetings on Wednesdays at 08:30-10:30.

After-school clubs run on various days throughout the year. Letters are sent out with further information at the time. These include football, archery, orienteering, knitting, dance, gymnastics plus many more.

We also offer childcare before and after school through our Ashfield Fun Club. Sessions for September are: 7:45am-8:45am and 3:15pm-5:15pm.

We ask that children are not on the school premises before 8:35am unless they are attending our out of hours club.

## **SECURITY**

All visitors are asked to sign the signing in book on entry to school and to wear a visitor badge. All external doors are shut during the school day and the gate to the rear yard is also locked.

## **HOW THE SCHOOL IS ORGANISED**

We have 234 children on roll. Our teacher groups contain both boys and girls of mixed abilities. The children work in ability groups for Maths and some English sessions. At present all of the year groups have two classes, many of which are adjoining and are organised around the central hall. Each year group has its own cloakroom and toilets.

There are also several quiet areas around school which are enclosed and suitable for both quiet and busy activities (for example music sessions) or for use as withdrawal areas for small groups. Our 'Learning Hub' is a space for children to work in small groups, using books and ICT facilities to enhance their learning through collaborative research and critical thinking. We also have specific English and Maths spaces as well as 'The Kingdom' where pupils can access nurture support or a quiet space for reflection. This September sees the opening of our Treetops facility to support pupils with additional needs.

## **SCHOOL'S PUBLISHED ADMISSIONS NUMBER**

Our current published admissions number is 64. A copy of the LA's general admissions policy for 2015/2016 is available on our website.

## **FRIENDS OF ASHFIELD JUNIOR SCHOOL**

This is a very committed group of parents who host a range of events and committee meetings. Every parent is automatically a member of the association. The Friends organise events during the year to raise funds for school. The money raised has been used to buy games equipment and toys for playtimes as well as an outdoor adventure trail and AV equipment for the hall. It is also used

to subsidise educational visits and visiting theatre groups or artists into school, such as last year's visit by performance poet John Hegley.

## **SCHOOL UNIFORM**

We believe that uniform should be worn with pride to show that the pupils belong to Ashfield Junior School. The uniform is available to purchase from our online shop with Coniston Embroidery. There is a link on our website. Forms can also be obtained from the school office. It consists of a school polo shirt, dark (black, grey or navy) trousers (not leggings), an around-knee-length skirt or dress, school sweatshirt and black school shoes. For PE the children need navy blue shorts, plimsolls, trainers (for use when outside) and a school PE t-shirt. **ALL SCHOOL CLOTHING MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.**

The school does not allow children to wear high heels and asks that the children bring a coat appropriate to the weather. Shoes should be totally plain black, no stripes, flashes or patterns of colour. Spare shoes are kept in school which children will be asked to change into if their footwear does not meet school requirements.

It is school policy **NOT** to wear jewellery (plain earring studs are allowed but not encouraged). Kit must be worn for all PE lessons and **no** jewellery is permitted in PE. Children should be able to remove studs themselves for P.E. Please take this into account if you are considering having your child's ears pierced. Unless earrings can be removed children will not be able to take part in P.E lessons. If your child is unable to remove his or her own earrings, please send them to school without them on P.E days.

Lost property is kept in the school office and if not claimed is recycled at the end of every term.

**The school does not accept responsibility for any personal property brought to school or left on school premises.**

## **LUNCH**

We provide our school meals through Dolce. School meals cost £10.50 per week (£2.10 per day). This must be paid every Monday. Dinner money can also be paid monthly or termly. Alternatively, this can be paid by Direct Debit. Please make cheques payable to Cumbria County Council. If your child brings a packed lunch to school, please ensure that this is a healthy and balanced meal. **It should not include fizzy drinks, energy drinks or sweets.**

If for any reason you are struggling to keep up with payments please contact the school office. If lunches are not paid for, a text reminder will be sent after 2 weeks. If this is not dealt with then children will automatically be taken off school lunches and will need to bring a packed lunch. This ensures that debt is dealt with quickly and is manageable.

## **TEACHING AND LEARNING**

Over the past 12 months we have reviewed our curriculum provision to ensure that it is relevant, inspirational and meets the needs of our children. Our curriculum now has a STEM (Science, Technology, Engineering and Maths) and Global Vision focus to ensure that our children are well equipped to gain the skills necessary to become citizens of the future who make a positive contribution to their community.

In this school teaching and learning ensures that all pupils:

- Are **interested and motivated** in their work
- Achieve and recognise **success** and **make progress** in their learning
- Have **confidence** in their ability to work at an appropriate level
- Experience an appropriately **broad and balanced** curriculum
- Have **equality of access** to learning and subjects of the curriculum
- Experience a **range of teaching methods**
- Are involved in **integrated and subject-specific** activities
- Work **individually** and as a member of a **group**
- Have their progress **monitored and recorded**
- Learn in a **purposeful atmosphere** where there is **respect between adults and pupils**

### **The Learning Environment:**

- Enables pupils to develop their ideas through **independent and collaborative enquiry**
- Enables pupils to take appropriate **responsibility for the organisation and care of their learning resources**
- Is **vibrant and organised** so that pupils have suitable **access** to learning resources of **the best quality**
- Contains **high quality, stimulating and interactive visual aids** which celebrate pupils' achievement, helping them with the work in hand so that they can attempt to solve problems for themselves
- Engages and encourages pupils' learning by **promoting a sense of pride** in their own **achievements** and the **achievements of others**
- Enables pupils to **use ICT** to enhance their learning **across all areas of the curriculum**

### **Teaching:**

- **Values all pupils** irrespective of ability, race, belief, gender, age or achievement
- **Promotes effective and positive interaction between teachers and pupils**
- **Promotes high expectations**
- **Uses a range of teaching styles to include:** direct teaching, discussion and debate, question and answer, investigation, role play and drama, story-telling and learning outside the classroom
- **Uses well timed interventions to help pupils make good progress**
- Is planned to enable **pupils to learn** appropriate **skills, knowledge, concepts and attitudes** using the National Curriculum
- Provides opportunities for **pupils to work individually, collaboratively** and as a class
- **Acknowledges** and makes the best use of **the contribution of parents, the community and work carried out at home**
- Recognises and manages effectively the **support of other adults** in the classroom
- Recognises the **importance of health and safety**
- Recognises the **importance of the school self-evaluation process**

### **Learning:**

Pupils should expect to experience a wide variety of activities which enable them to acquire new knowledge and develop their understanding and skills; respect the environment in which they

work; contribute to the development of their environment appropriately, work collaboratively with other pupils and adults, know what they are doing, why they are doing it and know what they are going to learn next. They are expected to become critical and reflective learners so that they evaluate their own work and know how they can improve.

## **BEHAVIOUR**

Here at Ashfield Junior School we have a positive behaviour policy that centres around our Golden Rules. Children earn 'Dojo' points during the day which are then cashed in as Golden Time on Friday afternoons. Golden Time provides the children with the opportunity to take part in a range of activities across the school as a reward for keeping to the Golden Rules. These activities include art, crafts, football, Zumba, cooking, sketching, movies, story-telling, karaoke, Lego and computers. Pupils failing to keep to the Golden Rules are tracked and support plans put into place with the class-teacher, child and parents. Further support from the SENDCO or outside agencies will be investigated if appropriate.

Sanctions for poor behaviour include time out in another class, missed playtimes, internal seclusion and fixed term exclusions. A copy of the school's Behaviour Policy is on our website.

If you wish to receive email notifications of your child's dojos then please see your child's teacher in September. You will need to provide a valid email address.

## **SPECIAL EDUCATIONAL NEEDS**

We recognise that each child is an individual who has their own particular needs. We aim to identify any special educational need a child may have as possible in their school career. We liaise closely with the Infant schools to ensure that effective provision continues seamlessly. A full copy of the Special Needs Policy is available on the school's website.

In line with the SEN Code of Practice, once a concern has been raised by the class teacher the SENDCO (Mrs Zoe Smith) is notified. A meeting is then arranged with the parents to discuss their child's needs and an individual plan with specific targets is put into action following the Early Help process. If the need for further support is identified by the school and outside agencies then the school will apply for an Education, Health and Care Plan.

Parents are involved at all stages of the process and will be asked to support their child's progress.

## **SAFEGUARDING**

Here at Ashfield our Safeguarding Team consists of Mrs Frost (Headteacher) who is the Designated Officer, Mrs Thwaites (Senior Learning Mentor) and Mrs Smith (SENDCO). Mrs Frost and Mrs Thwaites are both trained to L3 Safeguarding and Mrs Smith to L2. All staff working at our school are trained to L1.

Child protection is an essential task of all our staff. Our school fully recognises the contribution it can make to protect children and support pupils in school. On our website you can see our Safeguarding and Child Protection policies. Staff are obliged to follow strict lines of communication regarding child protection issues and are required by law to make confident referrals to Social Care should evidence of possible abuse become apparent.

## **ATTENDANCE**

Good attendance at school is vitally important to ensure that your child makes progress in learning. Research tells us that regular absences from school can have a dramatic effect on a child's academic performance.

However, we understand that there are times when your child may have to miss school due to illness. On these occasions please inform school by telephoning 01900 604565. Texts will not be accepted as an authorisation. If we do not receive a call to explain a child's absence then Mrs Thwaites our Senior Learning Mentor will ring you. If we get no response then she will make a home visit.

It is also helpful to inform school of Dental/ Medical appointments in advance. Any request for absence for reasons other than ill health should be made in writing to Mrs Frost and if the reasons are legitimate permission will be given by letter. Holidays taken in term time will not be authorised.

## **ARRANGEMENTS FOR MEETING STAFF**

As a junior school we are fortunate that we see many parents daily. We would like parents to regard the school as a welcoming and supportive place, where they can come and talk to teachers about their children's progress.

Obviously some times are better than others, preferably after school. Mornings are busier times to see your child's teacher as they will be preparing for lessons but support staff are usually on hand. The school is open from 8:50am. In an emergency parents can contact the school at any time.

Twice during the school year parents are invited to have a formal discussion with the teachers at a parents' evening. In the summer term a written report is provided for parents and you are also able to make an appointment to come into school to discuss your child's work at any time.

Various workshops run throughout the year that you will be invited to. These will give you the opportunity to work with your child in the classroom and talk to staff.

Our school office is run by Mrs Palmer and Mrs Sibbald.

## **HEALTH (including INHALERS AND MEDICINES)**

It is standard practice for children to have their inhalers with them at all times or kept in their school bag or tray. Sometimes it may be necessary to ask the child's doctor for a spare one to be kept in school. We also have a spare inhaler and spacer to use in emergencies.

We would prefer it if you would administer medicine at home but there are times when we will perform this role if needed. We will always ask you to complete a consent form to give us permission to administer medicine and ask you for written details of instructions and the required dosage. School staff will not administer 'over the counter' medication.

## **EDUCATIONAL VISITS**

The school likes to make full use of the environment and regards it as a valuable learning resource. It is a policy of the school that children are taken on residential visits at least twice during their time here.

Children will be taken on visits to explore the local area and, occasionally, further afield. When such visits occur, parents will be advised beforehand and we ask parents to complete permission slips to cover visits out of the local area. We try to give as much notice as possible, particularly for visits that incur a greater cost.

Parents are asked to make a voluntary contribution towards the costs of visits. The Governors have a 'Charging Policy' which you can view on the website.

## **FORMAL COMPLAINTS PROCEDURE**

If you become concerned in any way about your child's education, it is important that you tell us about this. As a first step you should discuss your concern with your child's teacher. If you are still concerned after talking with the teacher, you should arrange to meet with the Head. Obviously, we will do whatever we can to resolve your concerns and to ensure that you are happy with your child's education. If having spoken to the Head a matter is still not resolved to your satisfaction, you should contact the Chair of Governors: Mr Paul Rafferty.

***We hope you and your child enjoy your time with us here at Ashfield Junior School.  
The path to success lies in effective partnership. Together we can ensure that your  
child achieves, is happy and is well prepared for life, long after they have left us.***

*"The direction in which education starts a man will determine  
his future in life"*

Plato