



Hampton Hill Junior School 'Love Learning, Love Life'



Part of the Carlisle and Hampton Hill Federation

Dear Parent / Carer,

We are delighted that you have chosen Hampton Hill Junior School for the next stage of your child's education. We believe you have made the right choice and look forward to a long and happy association with you.

At Hampton Hill, we are very proud of our school. It is a happy, lively and dynamic place, with a team of enthusiastic, hardworking and talented staff who are all dedicated to doing the very best for your child, both within the classroom and in the wide range of extra-curricular opportunities we offer.

While the children continue to achieve high standards in all core subjects, we place great importance on the wider curricular subjects, making sport, music, art, drama and languages an integral part of school life. All children learn French, we run a school choir and hope to re-instate our orchestra; there are teams and clubs in a wide range of sports and a real commitment to the environment, sustainability and global education.

One of our real strengths is that "we don't stand still". We are constantly looking to improve and develop.

We are recognised locally and nationally through our wide range of awards. In recent years we have made very significant improvements to our wonderful building to ensure your children have the best facilities to support their learning. We are committed to being an extended school and run a very successful Breakfast Club and an on-site after school care facility called 'The Hub'. This is part of our total commitment to your child's care, welfare and emotional support which we believe is a key part of our role.

The children are the key to the success of any school and I am delighted that our pupils are so well behaved, interested and involved. They contribute so much to our school and bring it to life with their positive attitudes, flair, enthusiasm and leadership.

The following notes in this booklet provide you with some basic details, which we hope are helpful.

Yours sincerely

Mr A Went . Headteacher

First Day Arrangements

Please arrive at the school office at 8.45am where Mrs Wrigglesworth will meet you.

Our School day:

Start: 8.55am (Adults on duty from 8.40am)
Parents to leave children at gate

End: 3.30pm Children to be met in playground. They exit by the back entrance to the school.

Break: 11.10am - 11.30am

Lunch: 12.30pm - 1.30pm

School starts at **8.55am**.

Please make sure your child is in the playground before that time.

INDEX:

1. Arriving & Leaving
2. Neighbours and the local community
3. Security Regulations
4. Seeing your child's teacher
5. School Meals / Packed Lunches/ Healthy snacks
6. Medicines
7. Attendance/ absence from school
8. Communications
9. Mobile Phones
10. Swimming
11. Visits / Trips
12. School Uniform
13. Parental help/ PTA
14. Valuables in school
15. Homework expectation
16. Rainbow Maths
17. Pupil Safeguarding and Wellbeing
18. Learning Behaviours
19. Extra-Curricular Clubs
20. Rewards
21. Senior Leadership Team
22. EAL information
23. Breakfast and After school Club
24. **What your child will need...**
25. **What you will need....**

Please, ensure that everything is named with a permanent pen or label - especially sweatshirts, poloshirts and jackets.

1. Arriving and Leaving

- a) The *children's* entrance and exit into the school is through the playground gate. Under no circumstances are parents or children to come into school via the school car park gates. Playground gates are opened at 8.40am where there is a member of staff on duty. In the morning parents are asked to **not** enter into the playground (unless it is very early and you are arriving for breakfast Club).
- b) Children arriving for clubs (before school) enter the school via the main entrance door. Children arriving for Breakfast Club will be 'buzzed in' (by a member of Breakfast Club staff) via the playground gates.
- c) Parking outside the school at the beginning and end of the school day can be difficult. Parents are not allowed to collect children from the staff car park or park on the yellow lines outside the school. We need everyone's support and common sense to keep your children safe. The local roads are regularly monitored by both the Police and Traffic Wardens.
- d) Please ensure that you and your child use the zebra crossing in Windmill Road and the designated crossing in St. James's Avenue where our Crossing Patrol Officer will help you and the children to cross the road safely.
- e) The car park entrance must not to be used as a turning space or as a shortcut to the school office.
- f) The playground gates will be opened just before 3.30pm, at the end of the school day. Parents are asked to come into the playground to meet their child. For safeguarding reasons, we don't encourage the practice of arranging to meet your child along the local roads or at other designated points off school premises. Once a child has left the school site staff have no way of knowing if a child has been met as planned and when this doesn't go to plan it can lead to extreme distress for the child, parent and school staff!
- g) There is storage space for scooters in a designated area adjacent to the school. This area will be open at the beginning and end of the school day. Scooters should be chained and locked. The school does not accept any liability for items left in the storage area.

2. Neighbours and the local community

The school's positive relationship with neighbours and the local community is very important to us. We acknowledge that parking can be difficult at the end of the school day, however, we are in a very fortunate position that there are currently relatively few parking restrictions in and around the local roads. We ask and expect that parents /carers extend courtesy and politeness at all times to our neighbours by parking in a considerate manner, by not parking across driveways and by not causing any obstruction, however briefly intended.

3. Security Regulations

Parents/Carers must enter the school via the front entrance and report to the office on all occasions - access to the school and entrance to the classrooms is not permitted via any other door. Parents/carers **must not** enter the school building via the playground doors at the end of the school day. This, you will appreciate, is for reasons of security, safeguarding and fire safety regulations.

4. Seeing your child's teacher

We ask that you make an appointment to see your child's teacher if there is an issue you wish to discuss. Please phone the school office or write in your child's **Home School Diary**. Your child's teacher will always be happy to speak with you at the earliest opportunity, but sometimes they may have other appointments or commitments and we ask for your understanding should this be the case. Of course, if it is of an urgent nature, please indicate this at the time.

5. School Meals / Packed Lunches

Children have the choice of eating a school meal, provided by the local authority's catering company, *or*, bringing a packed lunch.

- Meals must be ordered at least a week in advance and therefore we are unable to facilitate alternating between the two.
- If your child wishes to change from one lunch type to another, this can only be done with half a term's notice. Failure to give the correct notice of change from school meals to packed lunch may incur charges for the meals that have already been ordered for your child as the school is unable to carry these costs.
- If you require a school meal for your child, please contact the school office.
- If you think you may have a Free School Meal Entitlement, please ensure that you send a completed application to your Local Authority; it is important for the school that you claim your entitlement and keep it current, whether or not your child chooses to eat a school meal or bring a packed lunch. Forms for London Borough of Richmond residents are available from the school office.
- If your child has any special dietary requirements, restrictions or medically diagnosed allergies then the school meals catering company, will require parents to complete and return a separate form before providing your child with school meals.
- Children may bring a packed lunch in a suitable lunch box. **No sweets, nuts or chocolate please**. Drinks can be brought in cartons or a plastic flask/bottle. No glass bottles or cans are allowed. We ask that parents provide a healthy packed lunch.
- Morning snack - we are very keen to encourage children to bring in a 'healthy snack' for the morning break to encourage life skills of healthy eating habits. This should be *fruit or vegetables only* and should be in a named pot!! Children should also bring in a bottle of water for use in the classroom during the day. This can only be water and should be in a sports bottle with a safety top.

6. Medicines

Although this is not compulsory, we have made the decision that we will administer prescribed medication to your child during school hours if necessary. However, in order for us to do this the following strict procedures must be adhered to:

- **All medication must be brought to and from school by an adult**. We cannot accept medication or directions to administer from a child.
- Parents must complete an "Administering Medicines in School" form, (available from the school office) before the medication can be administered to your child by our Welfare Assistant.
- Medicines (prescription / non-prescription) must be in original containers and dosage instructions must be adhered to unless otherwise prescribed by a GP.
- Only prescribed medication will be held in school continuously throughout the school year. Non-prescription medication (e.g. paracetamol) will not be held in

school indefinitely and routinely administered without a letter of confirmation from the GP or hospital.

- Children will not be allowed to keep ANY medication on their person, in desks or in bags, it must be handed into the office by an adult. This is a borough policy which we must adhere to. **(N.B.** This also applies to non-prescription items e.g. lip salves, throat lozenges etc).
- The school will not administer prepared medications such as loose homeopathic mixtures or tablets.

7. Attendance/ Absence from school

We expect attendance to be over 97%

We are required to include details of any unauthorised absences on a child's report, and it may be that these figures will be published on a school basis at a later date. It is therefore vital that you:

- a) Phone** to inform us if your child is going to be absent. There is an automated answering system in the school office to report absences and there is an answering machine when the office is closed. ***Please do not report an absence by email as they are not picked up before the school day starts.*** As part of our responsibilities to safeguarding, if your child is absent without a reason and we have not heard from you before 9.30am then you will receive a phone call from the school office asking for the reason for absence.
- b)** The school, together with the Education Welfare Service closely monitors the school's attendance registers. Attendance is monitored for punctuality and patterns of absence as well as overall attendance levels. Where absence drops below 90% or there are other areas of concern with a child's attendance the Education Welfare Service will be informed and may become involved.

Punctuality

It is your responsibility to make sure that your child is in school on time i.e. in the playground before 8.55am. The school day starts at 8.55am. In Year 3, Guided reading starts at 9am and registers are completed before 9.10am. If your child arrives after that time they will be marked in the register as 'late'. If your child arrives at school after 9.30am your child will be coded as 'late after the registers have closed' and this will count as an **unauthorised absence**. It is very upsetting for a child to be late as they "come in" on a lesson already underway and may have missed key points of the curriculum and any special instructions that the teacher has already given to the rest of the class. If your child is late in to school they must report to the office so they can be marked in the register and you will also be asked to sign them in. Where repeated lateness occurs we will inform the Education Welfare Service.

Appointments during the day

We ask that all doctors/dental appointments be made out of school time. On the odd occasion that this is not possible, we must have written confirmation that you wish to take your child out of school. All parents must report to the school office when coming to collect their child. A member of the office staff will then collect the child from the classroom and you will be asked to sign your child out of school. The same arrangements are in place if you wish to collect your child during lunchtime or break time. For repeated medical appointments during the school day, an appointment letter from the GP/hospital/dentist may be requested.

Holidays during term time

To ensure that there is continuity of education for your child, in line with Government policy, we expect that all family holidays be taken within the specified school holiday periods. Only in very exceptional circumstances, leave of absence in term time may be requested. (e.g birthdays would not qualify as exceptional circumstances and therefore would not be authorised). Requests must be sent to the Headteacher using the **Absence Request form**, (available from the school office) well in advance of your proposed travel date. Please remember that such requests are subject to the Headteacher's discretion. Requests are considered on an individual basis, in line with Local Authority guidelines and will **not** always be authorised. We have introduced the Fixed Penalty Notice (please see our attendance policy)

8. Communications

We aim to be a paper free school so all communication is through **Arbor** (our management information system.) Once we have your details on the system from the online admissions form, you will receive a welcome email from Arbor.

Website & Weekly Bulletin: Every Friday, the Weekly Bulletin is sent via Arbor and uploaded on the school website. Hard copies are available on request from the school office.

Other:

Termly Curriculum newsletters will be available on the website. Parent's Evenings are arranged at various times as well as Pop-ins, Curriculum Evenings and E-safety sessions. At certain times we will ask for your views on several aspects of school life through parents' surveys and parental engagement groups. We greatly value parent's/carers views and the outcome of these surveys are a vital element in our decision-making process.

We also have a Hampton Hill Facebook and Instagram page where we will share the fun of the day and celebrate achievements.

9. Mobile Phones

Whilst we fully acknowledge the parent/carers right to allow their child to bring a mobile phone into school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones (or a device such as an Ipod or a smart watch) to school. •

- ✚ When a child needs to bring a phone into school, a permission slip must be signed by the parent/carer. These are available from the school office.
- ✚ Phones should be clearly marked so that each pupil knows their own phone.
- ✚ The phone must be left with their class teacher at the start of the day and collected at the end of the day. Any phones found in desks or bags will be confiscated from the pupil and handed to the school office until the end of the day.
- ✚ Parents are advised that Hampton Hill Junior School accepts no liability for loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to be using a mobile phone at school, the phone will be confiscated from the pupil and handed to a member of the office team who will record

the name of the pupil and attach it to the phone to store it until the end of the day. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Should parent/carers need to contact the pupils or vice versa during the school day, this should be done through the school office.

10. Swimming

All children will access swimming lessons using local pools and instructors. We ask for, and depend on, financial contributions from parents to help cover the costs. Letters will be sent out well in advance.

11. Visits / Trips

We organise a wide variety of day visits and trips, which are related to the work the children do in the classroom. We inform you of these visits at least two weeks in advance. Once again, we depend on financial contributions from parents to make these vital trips a viable proposition.

We hold residential trips in Year 5 and Year 6.

12. School Uniform

Our school uniform is available from:

School Days & Just Dancing
94 High St Whitton. TW2 7LN
[www.schooldaysllp.co.uk](http://www schooldaysllp.co.uk)
Tel: 02088984881

Or online:

<https://myclothing.com/ueslink/6663.school?t=1592220200480>

Please see our Uniform Guidance for full details

13. Parental help and the PTA

We are grateful for help from parents in the PTA or as Class Reps, with hearing readers, accompanying visits and the school garden etc. Forms are available for you to complete if you would like to help. As part of our Safeguarding processes, parent volunteer helpers will need to be DBS checked. Forms will be supplied by the school. If you have a passion or expertise that you feel we could benefit from, then please contact the office.

14. Valuables in school

Any money brought into school should be handed immediately to the teacher or school office, in an envelope.

Musical instruments should be kept in the special storage area by the music rooms and not in the cloakrooms.

Any valuable items brought into school such as musical instruments etc, must be insured by parents either separately or on household contents insurance policy, as they are **not** covered by the school's insurance under any circumstances.



15. Homework expectations

Our focus is to reinforce the basics; multiplication tables, spelling and reading. We expect these to be done 5 times a week. These basic skills are essential for them to succeed and achieve at school. Establishing these routines will not only benefit your child now but also prepare them for transition to secondary school.

We expect the home-school diary to be signed by you and in school **every day** and enable your child to grow as an independent learner. (See our Homework Guidance)

16. Rainbow Maths

At HHJS we are committed to helping the children develop and practice their fluency skills in maths. Rainbow Maths is one of many ways in which we facilitate this.

Whilst the children generally find Rainbow Maths to be exciting, we are aware that some children can at times find it stressful.

Class teachers have put into place a number of strategies for the children who find it more difficult, to help them to achieve success.

If your child has any worries in regard to this, please do feel able to communicate directly with their class teacher, so that they can put individual adaptations/ changes in place to reduce any stress or worries.

The children will be given their worksheet to take home to practice each week. This will give them the best chance of passing their level. If they are stuck on a particular level for a period of time, support will be provided to help them progress.

It is also important to mention that class teachers don't have the capacity to teach things on the Rainbow Maths sheet which are in advance of the level of a child's current year group.

This mostly applies to Planet Maths. If this is the case, please do feel able to go over any queries they have at home with them.

Below are the agreed pass marks:

- ALL **JUNGLE** red, orange and yellow = 2 mistakes
- green, blue, indigo and violet = 1 mistake
- **PLANET** maths = no mistakes

If a child passes EVERY level, they can start again and complete in 5 minutes with NO MISTAKES

17. **Pupil Safeguarding and Wellbeing**

HHJS is committed to safeguarding and promoting the well-being of children, young people and vulnerable people, and we expect the same commitment from all staff, parents and visitors.

All parents or other volunteers helping in school are required to complete forms allowing them to be checked by the Disclosure and Barring Service (DBS) The school will cover the costs of this process.

All parents and volunteers must sign in (and out) at reception and wear a visitor label. Every member of staff at HHJS understands that they have an individual responsibility for referring child protection concerns. Staff will follow procedures within the HHJS Safeguarding and Child Protection.

Notifying Parents/ referral to social care

The school will normally seek to discuss any concerns about a child with their parent / carer. This must be handled sensitively and in the event of a safeguarding concern, suspicion, or disclosure the Designated Safeguarding Lead will make contact with the parent / carer where appropriate.

However, if the school believes that notifying parents / carers could increase the risk to the child or exacerbate the problem, then advice will be sought from children's social care in the first instance, before speaking with the parent / carer. We have a legal and statutory duty to report any concerns to the relevant authority.

*Designated Safeguarding Leads:
Mrs Appleyard and Mrs Wigglesworth*

18. **Learning Behaviours**

Our vision of a school full of successful, happy and confident learners begins with us helping the children **learn how to learn**. Each half term we focus on one Learning Behaviour, with our final half term being dedicated to revisiting all five.

With each Learning Behaviour, we highlight a specific skill every week. During the week the children engage in activities to help them develop good learning behaviours associated with the week's theme. Our assemblies reflect this – the theme is introduced on a Monday and on a Friday, we celebrate the efforts the children have made.



Independence: managing time, managing personal possessions, taking responsibility, making good choices, aiming for excellence, setting high standards



Collaboration: working together, listening, being a good team player, respecting the views of others, minimising conflict, adapting and negotiating



Determination: persevering, being resilient, recognising that making a mistake is part of learning, identifying achievable goals



Reflection: identifying what is good or not so good about work or ideas, supporting peers with improving, being self-critical but realistic, seeking feedback



Adventure: taking risks, thinking creatively, trying lots of different ideas, being curious and original, making connections, questioning

19. **Extra Curricular Clubs**

We are very lucky to be able to offer a wide range of extracurricular clubs before, during and after the school day. The timetable is produced termly and will be available on the website at the end of each term along with the flier and instructions for joining. For all external clubs, we would ask you to communicate directly with them. All clubs are on a strict first come, first served basis. We expect children to commit to a club for the full term. We will only let you know if a space is NOT available.

20. **Rewards**

We have an amazing range of rewards for all pupils to recognize achievements and encourage them in behaviour and work. We aim for a consistent approach whilst allowing for a teachers' individuality.

All pupils are members of a team:
RED / BLUE / YELLOW / GREEN

The most important reward however is that of praise and encouragement. Children always respond positively to honest praise from adults or other children and should not always expect other tangible rewards.

21. **Senior Leadership Team 2023-24**

| | |
|-----------------|---|
| Mr A Went | Headteacher |
| Mrs A Appleyard | Deputy Headteacher/ Deputy Designated Safeguarding Officer/ PPG Lead |
| Mrs Wood | Year 3 Leader/ School Council leader |
| Mrs Appleyard | Year 4 Leader |
| Miss Johnston | Year 5 Leader |
| Ms O 'Connor | Year 6 leader |

| | |
|---------------------|---|
| Mrs C Wrigglesworth | Admissions Officer / Designated Safeguarding Lead |
| Miss D Fawcett | School Business Manager |
| Mrs Bannister | SENCo |
| Mrs Parker | Specialist Resource Provision Lead |
| Year 3 team | Miss Delaney, Miss Sondhi/Mrs Di Biase |
| Year 4 team | Miss Manning, Mr Bloomer and Mr Burne |
| Year 5 team | Mr Bidmead, Mr Richardson |
| Year 6 team | Miss Dixon, Mr Foster |

22. English as an additional language (EAL):

Do you speak a language other than ENGLISH?

Did you know that pupil in HHJS speak over 30 different languages?

We take pride in this diverse culture and celebrate a different language each week.

Multilingual parents are a valuable part of our school community and we welcome your contribution. We support pupil with English as an additional language by offering targeted interventions and personalised resources.

23. Breakfast Club and The Hub

We offer a breakfast Club which is open from 7.30am. This costs £6.50 a session.

The Hub is our afterschool provision which is open from 3.30-6pm and costs £13.50 per session.

You will need to complete an application form and be registered. Please contact the office for further details. Booking can then be made via your Arbor account.

24. Checklists - What your child will need:

Their 'Smartsacks' are the equivalent of their desks and cannot cope with large pencil cases or large amounts of stationery.

1. HB plain writing pencils, ruler, glue stick and coloured pencils in a clear, small flat pencil case (NOT SMIGGLE) as they have to fit into a small smartsack. Essentials only. Please do not bring toys or more than one pencil case.
2. P.E. kit: team colour T-shirt, black/ blue shorts, tracksuit trousers, top, and trainers. (all named)
3. Water in a named bottle and a healthy breaktime snack (fruit and/or vegetables only)
4. A blue handwriting pen available from the school office (we run a stationery shop every Wednesday in the playground after school)

25. Checklists - What you will need to do:

1. Join Arbor and download the app.
2. Read our Weekly Bulletin: uploaded to the website every Friday.
3. Remember to notify us immediately by **phone** if your child is going to be absent.

Please, ensure that everything is named with a permanent pen or label - especially sweatshirts, poloshirts and jackets.

To contact the school as a parent/ carer, please use:

student@hamptonhill.richmond.sch.uk

We look forward to a long and happy relationship between yourselves and Hampton Hill Junior School.

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, Middx, TW12 1HW

Tel: 020 8979 3019

Email: info@hamptonhill.richmond.sch.uk

www.carlisleandhamptonhillfed.richmond.sch.uk