

# Our Lady of Sion - Junior School Parents' Handbook

A warm welcome to Our Lady of Sion Junior School. I hope that the following pages will act as a guide and help answer any questions you may have.

## **CONTACT TELEPHONE NUMBERS/EMAIL ADDRESSES:**

|   |  |
|---|--|
| Mr. M. Scullion (Headmaster)                  | 01903 204063   |
| Mr. J. Summers (Deputy Head)                  | <a href="mailto:summersj@sionjunior.org.uk">summersj@sionjunior.org.uk</a>       |
| Miss. S. Spalding (Upper School coordinator)  | <a href="mailto:spaldingE2@sionschool.org.uk">spaldingE2@sionschool.org.uk</a>   |
| Mrs. S. Sutherland (Lower School Coordinator) | <a href="mailto:sutherlands@sionjunior.org.uk">sutherlands@sionjunior.org.uk</a> |
| Miss S Dawson (Head of Nursery)               | <a href="mailto:dawsons@sionjunior.org.uk">dawsons@sionjunior.org.uk</a>         |
| Mr. G. Miles (Bursar)                         | <a href="mailto:milesG@sionschool.org.uk">milesG@sionschool.org.uk</a>           |
| Mrs. J. Auger (Junior School Secretary)       | <a href="mailto:augerj@sionjunior.org.uk">augerj@sionjunior.org.uk</a>           |
| Mrs. N. Curtiss (Mr. Scullion's P.A.)         | <a href="mailto:curtissn@sionschool.org.uk">curtissn@sionschool.org.uk</a>       |
| Junior School fax                             | 01903 213075   |
| Senior School fax                             | 01903 214434   |

## **Appointments**

Mr. Scullion, Mr. Summers and staff are happy to see parents at any time by appointment. Appointments can be arranged by telephoning the school or sending a note with your child.

## **Pupil Absence**

It is very important that we are notified if your child is going to be absent from school. In cases of unforeseen absence, please telephone as early in the morning as possible. Where absence is foreseen, a letter should be sent in advance. Mrs. Auger will telephone parents of any pupil who is not in school by 9.30a.m., unless we have received a letter or phone call. Pupils returning after absence are required to produce an explanatory note from their parents for school records.

Details of school holiday dates are given at least a year in advance and holidays should not be taken in term time, other than in exceptional circumstances.

Permission to leave school early will only be granted on production of a letter from parents.

## **Daily Routines:**

- 8.00am: School Opens (back gate in Salisbury Road)
- 8.30am: Front door opens
- 8.45am: Nursery sessions begin
- 8.50am: Registration (late arrivals to report to the school office to register)
- 10.20am: Morning break
- 11.45am: Nursery lunch / morning session ends
- 12.00am: Key Stage 1 lunch
- 12.40pm: Key Stage 2 lunch
- 2.15pm: Afternoon break (Reception and Key Stage 1- Year 3 Autumn Term only)
- 3.00pm: Nursery afternoon session ends
- 3.15pm: End of school for Reception and Year 1
- 3.30pm: End of school for Year 2, Year 3 and Year 4
- 3.45pm: End of school for Year 5 and Year 6
- 4.00pm: After school clubs / Late room
- 5.00pm: School closes

Supervision is provided from 8.00 am daily. Children who arrive before 8.30 am, should come into the hall via the Salisbury Road entrance. All other doors will remain locked for security reasons. The Salisbury Road gate will be locked at 8.30 am, when the front door will be opened.

Please try to ensure that children arrive at school by 8.45 a.m. A member of staff is on duty at the front door, which is locked at 8.50 a.m.

Supervision is also provided until 5.00 p.m. daily for pupils in Reception to Year 6, if required.

Registration forms and further details are available from the Office.

### **At the End of Each School Day**

- Nursery pupils are handed over individually to parents at the end of each session.
- Pupils from Reception and Year 1 should be collected from their classrooms. Year 2 children should be collected from the Year 1 classroom. Class teachers will hand over children to parents at the end of the school day. All Reception and Key Stage 1 parents should use the front door entrance. A member of staff is on front door duty until 3.45pm when the front door is closed.
- Pupils from Years 3 and 4 with younger siblings, should be met at the front door.
- Pupils from Years 3 and 4 who do not have younger siblings should be collected from the Hall and leave via Salisbury Road.
- All pupils from Years 5 and 6 must leave via Salisbury Road. Pupils from these classes take younger siblings to the Hall where a teacher is on duty from 3.30pm to 4.00p.m. when the back gate is locked.
- Children who are not collected by 4pm and are not involved in an afterschool clubs will go to 'late room.' Pick up from late room is via the front door.

These arrangements have been made in order to enhance our security and the children's safety.

### **Late Room arrangements**

|             |               |                                   |
|-------------|---------------|-----------------------------------|
| Mondays:    | Mrs. Brockett | (Year 2 classroom – top floor)    |
| Tuesdays:   | Miss King     | (Library – first floor)           |
| Wednesdays: | Mrs. Manco    | (Year 1 classroom – ground floor) |
| Thursdays:  | Miss Bishop   | (Year 3 classroom – first floor)  |
| Fridays:    | Miss Gilbert  | (Library – first floor)           |

### **Car Parking**

It would be greatly appreciated if parents did not arrive too early in the afternoons, or delay their departure once children have been collected. As arrangements are in place to look after the younger children, it is not necessary to arrive at school until the eldest child is due to leave. Parking congestion will be greatly reduced if everyone co-operates with these arrangements. Please do not park in such a way as to inconvenience staff or our neighbours e.g. by blocking driveways/entrances.

**In the interest of safety, no child should cross the car park unaccompanied by an adult.** The gate at the corner of the building should never be used, **ONLY** the middle gate is to be used.

Please ensure that your child's class teacher and the office are informed if he/she is to be collected from school by anyone other than yourself.

Mr. Summers should be notified in writing of any child who has parental permission to travel home unaccompanied and the parent will then be sent the relevant documentation to sign.

Please contact the school if you are unable to collect your child by 4.00p.m. unless he/she has been booked into the late room.

### **Lunches**

Pupils bring packed lunches. Packed lunches should not contain fizzy drinks. As we have children in school who are at risk of a severe reaction if exposed to nuts, eggs or fish, we would strongly request that lunch boxes do not contain any of these foods. It is our policy to encourage healthy eating and we would ask parents to support this.

In the interest of dental health, only fruit is permitted for mid-morning break.

There are two water fountains in the playground and one in the Year 3/4 cloakroom, which pupils may use during breaks and after PE lessons. In addition, they may bring bottled water (sports' bottles only) which they may access on their way to and from the playground. Pupils may have a drink of water at any time, on request. Nursery, Reception and Year 1 classrooms have drinking water on tap.

### **Lockers**

Pupils in Years 5 and 6 have individual lockers. They may, if they wish, have their own locker keys, for which a deposit for £10 is payable. This will be returned when keys and tags are handed back at the end of Year 6, or retained to replace those which have been lost.

### **Personal Items**

The school cannot accept responsibility for any items brought from home and all money should be handed in to Form teachers. Pupils should not bring toys, games or aerosol sprays of any kind to school. Deodorants (roll-on type only) may be kept in lockers for use after PE lessons, if required.

### **Healthy Eating**

We would ask that parents do not send sweets or cakes into school for distribution. These may contain ingredients which would cause an allergic reaction in susceptible children and are counter to the School's healthy eating policy.

### **Links With Parents**

It is important for us to keep parents fully informed of all major developments and new policies and we aim to do this in a number of ways:

Calendars and Newsletters – The annual School Calendar and termly Newsletters ensure that parents are informed about news and events throughout the year.

- The Website – Located at [www.sionschool.org.uk](http://www.sionschool.org.uk), is an important channel of communication for existing parents, as well as for ex-students and their parents.
- The Friends' Association has purchased a small school bag for each child in the Foundation Stage and Key Stage 1. Bags are sent home daily and contain all letters and up-to-date information.
- An Information Evening is held in the second week of the autumn term. Form teachers address parents in their child's classroom. They outline details of the daily routine and school policies, following which there is an opportunity to ask questions.

Please check your child's schoolbag daily, to ensure that you receive all relevant information.

**The Foundation Stage Curriculum-** for Nursery and Reception, is organised into six areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

**Personal, social and emotional development** – Successful personal, social and emotional development is critical for very young children in every aspect of their lives, giving them the best opportunity for success in all areas of learning.

**Communication, language and literacy** – depend on learning and being competent in a number of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them. This area of learning includes communication, speaking and listening in different situations and for different purposes, being read a wide range of books and reading simple texts and writing for a variety of purposes.

**Mathematical development** – depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures. Mathematical understanding is developed through stories, songs, games and imaginative play, so that children enjoy using and experimenting with numbers.

**Knowledge and understanding of the world** – In this area of learning, children are developing the crucial knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in science, design and technology, history, geography and information and communication technology (ICT).

**Physical development** – in the Foundation Stage is about improving skills of coordination, control, manipulation and movement. Physical development has two other important aspects. It helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active.

**Creative development** – Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another and so extend their understanding. This area of learning includes art, music, dance, role-play and imaginative play.

### **The Curriculum – Key Stage 1 and Key Stage 2 (Ages 6 - 11)**

Our comprehensive curriculum aims to enable each child to achieve his or her full potential in all subject areas. Fully qualified staff ensure that National Curriculum requirements are met and generally exceeded.

In addition to the core subjects, French, Music and PE are taught from Reception to Year 6 by specialist staff. Year 6 Science is taught by a Senior School specialist in the Senior School. Pupils use the Senior School facilities for some or all PE and games lessons at Key Stage 2.

There are two flourishing Choirs an Orchestra and a Vocal group. Private lessons are available in a range of musical instruments, as well as in Speech and Drama. Details are available from Miss Spalding (Head of Music) and Mrs. Huxley (Speech and Drama). After-school activities include Football, Netball, Art, Choir, RSPCA, Italian, Spanish, Tennis and Cooking.

Pupils are encouraged to use their initiative and reasoning ability and to develop a self-disciplined approach to their studies. Comprehensive library and computer facilities enable them to pursue special interests, research for class projects and acquire a wide general knowledge. Every class is offered the opportunity to take part in educational visits relating to topics studied.

### **Assessment and Recording**

Assessment is the process which provides information on an individual pupil's experience and achievement. It defines what the pupil knows, understands and can do. Its purpose is to recognise and celebrate children's achievement and then help them move to the next goal. Assessment is carried out through:

- Observation
- Dialogue with the pupil
- Evaluation of written work
- Standardised Reading and Reasoning tests
- End of term examinations as follows:

#### **Autumn Term**

Year 2 to Year 6 Suffolk Reading Test  
Year 3 and Year 4 English and Maths, set by teachers.  
Year 4 NVR and VR.  
Year 5 and Year 6 English, Maths and Science set by teachers.  
Year 5 CAT Test

#### **Spring Term**

Year 6 pupils sit the entrance test to the Senior School. This takes the form of a CAT (cognitive ability test), which encompasses English and Maths. The children are examined on their creative writing and French skills in two separate papers.

#### **Summer Term**

Year 1 NFER English and Maths  
Year 2 NFER English and Maths  
Year 3/4 QCA English and Maths; Music and Science set by teachers  
Year 5 QCA English and Maths; French, Geography, History, Music and Science set by teachers  
Year 6 English, Maths, French, Geography, History, Music and Science set by the teachers

### **Recording of Assessment**

Recording is the selection and retention of relevant information on a pupil's achievement, which indicates what he/she knows, understands and can do.

#### **Recording Methods:**

- Teachers' own records
- Written reports to parents at the end of the autumn and summer terms
- Results of tests/assessments

#### **Keeping Evidence**

- Evidence is the material used to support teacher assessment and is found in:
- Topic books
- Homework and class work books
- Pupil portfolios

## Portfolios

Each portfolio contains:

- Examination and standardised test results' sheet (Key Stage 2).
- English and maths assessment sheet, updated annually.
- Examples of work from all curriculum subjects (except Music and P.E) on a yearly basis.
- NFER Maths and English test (Key Stage1).
- EYFS have Learning Journals instead of portfolios.
- Portfolios are sent to the Senior School when pupils transfer to Year 7.
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## Reporting

Reports are written at the end of the Autumn and Summer term with parents consultation evenings taking place during the Autumn and Spring term.

No grades are given at EYFS or Key Stage 1.

### Autumn Term

Year 3 and 4: Effort grades are awarded in all subject areas with English, Maths and Science receiving an attainment grade.

Year 5 and 6: Effort and attainment grades are awarded in all subject areas.

### Summer Term

Year 3: Effort grades are awarded in all subject areas with English, Maths and Science receiving an attainment grade.

Year 4,5 and 6: Effort and attainment grades are awarded in all subject areas.

The following subjects are examined by an end of term test:

|                   | Autumn Term             | Summer Term  |
|-------------------|-------------------------|--|
| Year 3 and Year 4 | English, Maths          | English, Maths, Music, Science                             |
| Year 5 and Year 6 | English, Maths, Science | English, French, Geography, History, Maths, Music, Science |

Grades are given as a number and a letter e.g. B2. The letter represents achievement and the number signifies effort.

Grades are based on test results and class work. The following grading system is used and is relation to Our Lady of Sion Junior School Year Group.

### Attainment

A\* Excellent  
A Above average  
B Average  
C Below average  
S Support needed

### Effort

1 Outstanding effort  
2 Good effort  
3 Satisfactory effort  
4 Indifferent or inconsistent effort  
5 Minimal effort

N.B. + and – may be given to indicate that a child is on the boundary between two grades e.g B+

**Homework** is essential as it ensures that children have sufficient practice in the mechanics of the subjects concerned, so that class time can be devoted to the teaching of new skills.

**The following times are allocated for homework:**

|               |                          |            |
|---------------|--------------------------|------------|
| <b>Year 1</b> | Reading                  | 15 minutes |
| <b>Year 2</b> | Reading <b>or</b> Tables | 15 minutes |
| <b>Year 3</b> | English <b>or</b> Maths  | 20 minutes |
| <b>Year 4</b> | English <b>or</b> Maths  | 30 minutes |
| <b>Year 5</b> | English <b>or</b> Maths  | 35 minutes |
| <b>Year 6</b> | English <b>or</b> Maths  | 40 minutes |

Science homework is set weekly in Years 5 and 6.

English and Maths homework is set on Mondays to Thursdays inclusive, with Science weekly for Years 5 and 6. Spelling and times tables may be practised at the weekends.

Revision for end of term tests may take the place of written homework in the autumn and summer terms.

There is no written homework for EYFS but each class operates a home reading scheme. Form teachers communicate details to parents at the autumn term Information Evening.

Parents should use their discretion as to the length of time children spend on homework. The amount set is judged by staff to be appropriate for pupils in the middle ability range. Some children will complete their work within the recommended time whilst others will need longer. Children should not exceed the recommended time by more than a few minutes. Parents are very welcome to use homework diaries (Year 4 – Year 6) as a means of communicating any information or concerns to Form teachers. An explanatory letter from parents is required if children do not submit homework.

**Pastoral Care**

Form teachers are responsible for the welfare of their pupils and any concerns should be addressed to them in the first instance.

**Spiritual and Moral Welfare**

The school follows a Christian Religious Education programme, which introduces pupils to the beliefs and practices of other faiths, in addition to Christian teaching. Assemblies are held on Monday, Thursday and Friday mornings. Ministers from local Churches of different denominations regularly lead Assemblies for Key Stage 2 pupils.

**Personal, Social, Citizenship and Health Education** covers topics such as alcohol, tobacco and drug abuse, bullying and, in Year 6, puberty and sex education.

**Rewards and Sanctions**

House points are awarded in recognition of good work, helpfulness or a high standard of behaviour.

Learning is impossible in an undisciplined environment and bullying, rough play or bad manners will not be tolerated. The school reserves the right to impose lunch-time detention or suspension for consistent breaches of discipline. As a last resort, children who persist in behaviour which adversely affects the welfare of others, will be asked to leave. Our School maxim of *Consideration Always*, encompasses sharing, caring, helping, taking responsibility and owning up. We would sincerely request that parents and guardians support this endeavour at all times.

## **Bullying**

At Our Lady of Sion we encourage consideration and respect for other people and their property. Any intimidation of another person by any individual or group, will be dealt with immediately. All pupils are entitled to express their individuality and to learn in a positive, caring environment.

### **What is bullying?**

- It is the wilful, conscious desire to hurt, threaten or frighten someone.
- It can be physical - hitting, pushing etc.
- It can be verbal or visual – staring, etc.
- It can involve property or possessions - taking sweets or money, damaging clothes or sports equipment, etc.
- It can be carried out by a group or an individual to impress friends, demonstrate power or establish leadership.

### **What should pupils do if they are being bullied?**

They should inform a member of staff immediately. Normally this means talking to the Form teacher, but pupils may approach any member of staff. Any pupil being bullied should NOT retaliate in kind.

### **School Procedures**

Sanctions against bullying involve 'social detention', where the bully is counselled in his/her own time by an appropriate member of staff. All instances of bullying are recorded on pupils' files and parents may be informed in writing. Sanctions for persistent or serious offences are suspension from school and, where necessary, expulsion.

Fortunately, instances of bullying at Our Lady of Sion are rare. By working together, we can ensure that anti-social behaviour of any kind is minimised and that our pupils are free to learn in a secure and happy environment.

### **Medical**

A recent directive from the Department for Education and Employment states that schools should not accept medicines "unless they have received a written request from the parent or guardian of the pupil concerned, including details of the medicine, how often it should be taken and the dose to be given." **Parents must bring medicines to the school office and fill out the relevant forms in conjunction with the school's medicine policy.**  
**Parents must also collect medicines at the end of each school day from the office.**

Asthma inhalers should be brought into school in a clearly labelled container. This will be kept in school at all times.

The school must be informed of any medical conditions affecting pupils and made aware of any treatment necessary.

### **Accidents/injuries**

All staff have up to date training in emergency first aid, with Mr. Summers and Mrs. H. Jones holding 'First Aid in the Workplace' qualifications, from St. John's Ambulance Brigade. Mrs. Manco, Mrs. Sutherland, Miss. Gilbert, Miss King and Mrs Dowell all hold a certificate in Paediatric First Aid

If a child sustains a scratch or graze, the affected part is cleaned and a hypoallergenic plaster applied. More serious injuries are referred to a trained member of staff and every effort is made to contact parents.

## **IT IS, THEREFORE, VERY IMPORTANT THAT WE HAVE UP TO DATE TELEPHONE NUMBERS AT ALL TIMES.**

A pupil who sustains a minor injury to the head or face is issued with a 'Head Injury' slip to take home and a sticker to wear for the rest of the day. This alerts staff to the fact that he/she has been injured and ensures that he/she is monitored for any unforeseen side-effects.

In more serious cases, an ambulance will be called and parents contacted immediately. Where parents cannot be contacted, a member of staff will accompany the pupil to hospital. All accidents are reported in the Accident Book.

If children are unwell or have been ill in the night, please do not bring them to school. This is for the benefit of all pupils and helps prevent the spread of infection.

### **Uniform**

Regulation uniform must be worn at all times. Copies of the uniform list, as well as regulation schoolbags, shoe bags, PE bags and overalls, may be obtained from the Office. The uniform list can also be found on the school website.

All items of uniform must be clearly marked with the owner's name. This applies especially to PE kits, which are often left on cloakroom floors. It is important to remember that small items, such as socks, should also be named.

Lost uniform which is not labelled, will be donated to the Friends' Association uniform sale. Summer uniform may be worn during the first half of the autumn term and throughout the summer term.

Please note:

- Shoes must be black and flat; with velcro/ buckle fastening in Reception and Year 1.
- Hats and caps are compulsory in Reception to Year 2 and optional in Years 3 to 6.
- Jewellery - Girls may wear one pair of small gold or silver stud earrings; boys and girls may wear watches. No other jewellery may be worn. Earrings and watches must be removed for PE.
- Ribbons and hair ties should be of school uniform colours only i.e. white, grey, pink or maroon. Hair should not be braided with multi-coloured wool or ribbons.
- Extremes of fashion or hairstyle are not acceptable, nor are suede or canvas shoes.
- Boots, including ankle boots, must not be worn.

In order to avoid unnecessary expense, any variations on the above should be discussed with Mr. Summers prior to purchase.

### **Additional Information For Key Stage 2 Pupils**

Class sizes may increase to 25 in Years 3 - 5. If numbers exceed twenty, however, English, Maths and IT are taught, where possible, in two separate groups, with Maths 'set' on the basis of ability.

The following equipment is required at KS2:

- HB pencils    Pencil sharpener
- Eraser        Glue stick
- Blue Berol handwriting pen
- Set of pencil crayons
- Set of felt tipped pens
- 30 cm. ruler
- Aulos descant recorder

All items, including all 3 sections of recorders, must be named

## **Swimming**

Classes attend swimming lessons at the Aquarena as follows:-

- Autumn term Years 3 and 4
- Spring term Years 2 and 5
- Summer term Years 2 and 6

One-piece swimming costumes or trunks must be worn. Long swimming shorts are not permitted.

Pupils who are unable to go swimming for medical reasons will either, remain in school and work in the library or accompany the class to the Aquarena and watch the lesson.

The School will sometimes ask for parental assistance with transport and a rota supervision. In order to avoid risk to children with allergies and in line with the school's healthy eating policy, parents who help with swimming are asked not to distribute sweets to the pupils in their care. It is school policy that all volunteers must undertake a CRB check.

Vehicles used to transport pupils to swimming lessons, or on outings, must be fitted with a separate seat belt for each child. Drivers must have Fully Comprehensive insurance and give a copy of their driving licence to the School Secretary. Parents must also fill in a Driver's declaration form, which is available from the school office.

All places in the minibus and in parents' cars, when travelling to and from out-of-school activities, will be allocated by staff. In the interests of the children's safety and in order to ensure the smooth running of these events, it is important that parents inform the office in advance if they need to make a different arrangement for their child's return journey. House swimming races are held at the end of each term and parents are invited to attend.

## **Settling In**

In the unlikely event that a child displays behavioural or academic problems not detected during his/her initial visit and fails to settle, despite our best efforts, we reserve the right to ask parents to seek an alternative school. This action will be taken only as a last resort and following at least two consultations with parents.

## **Finally**

While I hope that this handbook offers helpful information into the workings of Our Lady of Sion Junior School, it is not an exhaustive list. Should you have any questions then please do not hesitate to contact the school.

James Summers  
Deputy Head