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# ALVASTON JUNIOR COMMUNITY SCHOOL INFORMATION PACK

SEPTEMBER 2016 / 2017



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# Alvaston Junior Community School

Dear Parents / Carers,

We are delighted that your child is joining our school.

We will ensure that every one of our children has the space to grow and develop in a caring community knowing that s/he is a valued member of our school family. Everyone cares genuinely about your child's development and is dedicated to helping all children reach their full potential in an atmosphere of mutual trust and respect, where there are also high expectations of good behaviour.

At Alvaston Juniors we have a set of school values linked to our T.E.A.M motto. Using all aspects of school life we promote: **Tolerance** and harmony by learning to appreciate the cultures and beliefs of others. **Equality** and respect by learning to treat everyone as an equal. **Achievement** by always working hard so that we achieve our potential and **Motivation** by always aiming high and wanting to do better.

We also recognise that parents and carers have an equally important part to play in the education of children and expect that we will work in partnership together. We encourage active participation in a child's education with three parents' evening each year. We also have many informal discussions during the course of the year, and hope this forges positive relationships between home and school which benefit your child. Of course, you can also come to speak to us at any other time as needed, and for this reason, teachers are on the playground at the start and end of the school day, and I and other members of the senior management are available to speak to you.

We measure the success of our children in many ways. Our first measure is that the children are happy and settle in well. SATs results are important, but so is having the opportunity to learn in exciting ways both in and out of school. Everyone is good at something, and we try to explore as many ways as possible in order for every child to know what it feels like to be proud of an achievement and receive recognition from their peers.

I look forward to working with you.

Yours sincerely,



Mrs Jane Green  
Headteacher

2016/17



## Welcome to Alvaston Junior Community School!

Alvaston Junior Community School is situated in south east Derby, and shares a large green site with Alvaston Infants School.

Our school is housed in a large single storey building with up to 14 classrooms available for our use as well as a small number of group rooms; in addition we have a well-equipped ICT suite, interactive whiteboards in each classroom, a fully stocked library and a sensory room. We are also fortunate enough to have 2 halls, one of which has fixed large gymnastic equipment and a further hall which is used for Assemblies, PE/Dance activities and drama. The halls are also used by a number of community groups for activities such as badminton and table tennis.

We are fortunate enough to have spacious grounds and playing fields with a range of outdoor equipment, a shaded quiet area, and numerous areas for children to play and a garden area and allotment, both maintained by children of the Gardening Club.

AJCS is an Enhanced Resource school which means that we have the facilities and teaching expertise to cater for a range of special educational needs.

We have a large staff of very committed people and I am sure you will get to know them as the school year progresses.

Alvaston Juniors is a Health Promoting School and have recently been re-awarded the Healthy Schools Award for the second time. We serve a healthy school meal in our kitchen which is freshly cooked each day, using locally sourced ingredients with a choice of menus and a daily salad bar. From time to time our cook will invite pupils to submit their favourite meals which we will then try to incorporate into their menus. Pupils are allowed to bring a healthy snack for breaktime (with something of their own choosing on Fridays), and encouraged to bring their water bottles daily.

### Our School Code of Conduct

In order to help children achieve good standards of behaviour, all pupils are expected to follow our school code of conduct.

1. *Show good manners to everyone at all times*
2. *Follow instructions straight away*
3. *Care for everyone and everything*
4. *Walk calmly and sensibly around school*

## Our School Day

8.50	School bell
8.55	Registration
9.00	Learning Begins
12.00	Lunch
1.00	End of Lunch break
3.20	End of School

We actively encourage parents onto the playground at the start and end of the school day, allowing children to say goodbye to you at the start of the day, and allowing you to briefly speak to the teacher when the need arises. At the end of the day, all we ask is that you wait close to the rear of the playground areas rather than the building where pupils will be entering and exiting. You will quickly find out which entrance your child uses and be able to wait in a regular spot where the class teacher can see you and dismiss your child to your care. If for any reason you do not arrive to collect your child on time at the end of the day, please telephone to let us know. We will then take your child to the school office so they are kept safe until your arrival.

There is a daily act of Collective Worship in school which supports the RE curriculum objectives. Dependant on the day, this may be whole school, class based or upper or lower school groups; where appropriate, outside speakers may be in attendance. Friday Assembly is a celebration of awards and achievements, and parents of children nominated for awards are invited to share in these.

Weekly awards are given for:

Star of the week - 2 for each class

Writer of the week - 1 from each Year group

Mathematician of the week - 1 from each Year group

Lunchtime superstars - 2 from each year group

We look forward to you sharing in some of these.

## The School Curriculum

Our school curriculum is made up of literacy, numeracy, science, ICT, history, geography, personal, social, health and citizenship education, religious education, design technology, modern foreign languages, physical education, music, art and design. Some lessons are held every day some are taught in a cross-curricular way and some are taught at only certain times of the school year. Your child's teacher will be happy to talk to you about what is being taught in any particular term. It is your right to withdraw your child from religious education. If you wish to do this please notify the Headteacher in writing.

## Homework

All pupils will have a home reading book and record where pages read can be recorded together with parent comments. As reading is the access route to all learning, we lay great emphasis on encouraging this and would wish that children read at home every day. Your child will also be given a Learning Log and weekly homework should be completed in this - the amount will vary depending on the age of the children, with Year 3 initially having one piece of work to complete per week in addition to daily reading. Class teachers will explain to your child what he/she needs to do; if you need further clarification, please do not hesitate to speak to your child's teacher. Where children experience difficulty completing homework we do offer homework club during lunchtime - details will be provided in the Autumn Term.

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## **Good Behaviour**

We believe that all our pupils have the right to learn in an environment which is free from unnecessary interruptions. We expect everyone in our school to be considerate and polite to other children and adults, and aim to provide an atmosphere of mutual respect with an expectation of good behaviour at all times. The school's behaviour policy sets out expectations together with rewards and sanctions. We are however, aware that not all children develop at the same rate, and some children may respond to school life in unexpected ways. There may, therefore, be times when we need to speak with you regarding your child's behaviour as we firmly believe that a consistent approach and partnership between home and school will produce the best outcomes. In order to promote this, we do ask that pupils and their parents sign our home school agreement.

We will not tolerate any form of bullying and any incidents are recorded and investigated. Physical and verbal attacks, including racist comments, are always treated seriously and dealt with appropriately. We lay a great deal of emphasis on Personal, Social, Health and Citizenship Education in promoting these values and pupils are encouraged to always tell an adult if they have experienced any form of bullying.

If your child reports any incidents to you, please do speak to the class teacher in the first instance. Remember, we can only deal with these incidents if we know about them.

Children who follow the code of conduct are rewarded whilst those choosing to display undesirable behaviour will be challenged and may receive a sanction.

## **Complaints Procedure**

We strive to provide the best possible education to all our pupils and to care for their health, safety and welfare at all times. All the staff in this school are dedicated to this aim. Please talk to us if you have any concerns, we will not think that you are making a fuss, but will take the opportunity to put right anything that may be amiss. We cannot promise to get everything right all of the time, but with your help we can always keep improving the service we provide.

In the very unlikely event that your complaint remains unresolved, you may write to the Chair of Governors via the school office who will be happy to advise you how to next proceed.

## **Charging Policy**

By law, no charge can be made for activities offered to pupils during the school day. However, parents may be invited to make voluntary contributions towards some school activities, in particular travelling and admission expenses for trips and visits which are considered to be an integral part of the school curriculum. No child will be discriminated against if contributions are not made. However, if there are insufficient 'voluntary contributions', then those activities may not be able to take place. Parents may speak to the Headteacher in confidence if their circumstances present particular difficulties. The school may charge for activities that are outside normal school hours, as long as these activities are optional. A charge may be levied if your child causes damage to school property or resources.

## School Uniform

We are keen to promote a positive image of our school and a uniform assists in this by helping pupils feel equal through a shared dress code. Hair dyed in unnatural colours or with patterns is unacceptable and not part of the school uniform.

The colours are:

GREY	trousers / skirt / pinafore
BLUE OR WHITE	shirts and blouses or polo shirts
ROYAL BLUE	sweatshirt, sweater or cardigan

In summer:

BLUE AND WHITE	checked dresses
BLUE OR WHITE	short sleeve shirts, blouses or polo shirts
GREY	Shorts/trousers/skirt

Sensible black shoes or trainers.

For Games:	Sweatshirt, jogging bottoms in winter, trainers or plimsolls.
For PE	T shirt, plain shorts, plimsolls.
For Swimming:	One piece costume or trunks, towel in waterproof bag.

**PLEASE ENSURE YOU MARK ALL CLOTHES CLEARLY WITH YOUR CHILD'S NAME  
SO WE CAN RETURN ANY LOST PROPERTY**

We have a small selection of uniform embroidered with the school logo and these are available to order from school. There is an order form within your pack. If you need more information or you wish to try items for size please see Miss Chamberlain in the school office or alternatively

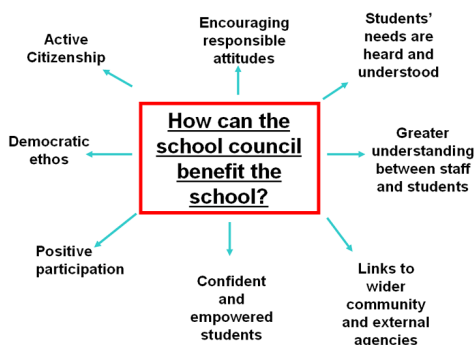
You can purchase school uniform from:-

Uniform Direct - 54 Babbington Lane, Derby, DE1 1SX Tel 01332 342569

open from 9.30am - 5pm [www.uniform-direct.com](http://www.uniform-direct.com)

## School Council

We have an active school council made up of pupils from every class in school. They meet regularly and collect the opinions and wants of their classmates, often being able to bring about very positive changes within school. School council chair and deputy meet regularly with the Headteacher to share the content of meetings and to negotiate on matters arising. School Council has given all children in school a definite pupil voice and a hearing ear.





## **Pupils with Disabilities and Special Educational Needs**

The school has a policy for Special Educational Needs, Disability Scheme and Action Plans that are implemented and reviewed annually. These policies and plans explain how we work to support children with special needs and disabilities and their families so that we ensure that pupils with Special Needs and Disabilities have the same opportunities as the rest of

the children. If you would like to see these plans and policies at any time, please ask at the school office.

Alvaston Junior School is fully accessible to pupils and parents with disabilities. The school adheres to Derby City Council admission policy for all pupils. No pupils will be refused admission to school on the basis of his/her special educational needs or disability

## **Support Care and Guidance**

Children who are happy, secure and confident will become successful learners. We do know, however, that for a variety of reasons, there will be instances when children are not happy or secure. We have a range of support mechanisms in school to make necessary provision available to ensure that pupils (and their families when required) are supported.

If at any time you feel your child would benefit from talking to any of support staff, please contact the School Office.

## **Clubs**

School regularly provide after school and lunchtime clubs that children may choose to join. Clubs which we have run in the last academic year include:

Choir    French    Cricket    Basketball    Sports Club    Table tennis    Athletics    Art and  
Craft    Homework Club    Dance    Cross Country    Rounders

## **Breakfast Club**

We have a very successful Breakfast Club which operates each day from 7.30am at a cost of £3.00 per session per child. Your child will receive a healthy breakfast and participate in a range of activities before being taken into main school at 8.45am



## **AJ's After School Club**



We run an after school club called AJ's which provides a snack and a drink; it is operated from 3.30 - 5.30pm on the days the school is open. The cost varies depending on the length of time your child stays, if you would like more details please contact the school office - Miss Chamberlain.

## Lunchtimes

Pupils have the option of having a hot, freshly cooked meal each day or they may opt to bring a packed lunch from home.

We serve healthy, nutritious meals every day at a cost of £2.10 per day, paid for the week in advance on Mondays. You may be entitled to free school meals for your child (ren) if you receive certain benefits - please see Mrs Hurley/Mrs Toone for a claim form if you believe this may be the case.

Children may also bring a packed lunch from home if they so wish. Following a number of pupils having large amounts of only sweet and sugary foods in their lunchboxes, we would ask that you ensure a balance of foods so that your child is getting the nutrition he/she needs.



## Mobile Phones



Mobile phones are not allowed in school and should be left at home. If any child is found to have a phone in school, it will be taken to the school office and kept there until collected by a parent or carer. Children wishing to contact parents for any reason during the school day may ask the office to telephone for them.

## Jewellery



The wearing of jewellery for school is strongly discouraged, although a watch may be worn at the sole responsibility of the wearer.

In the case of pierced ears, we follow the guidance of Derby City LA in encouraging the wearing of studs (only one in each ear), rather than hoops.

Jewellery cannot be worn for PE lessons as it presents a health and safety hazard.

It is expected that any child wearing earrings or other jewellery will be able to remove them before the lesson, or leave them at home on the days they do PE. If they are unable to do this then **they will have to sit out the lesson.** **Please note** that the covering of earrings with tape is no longer recommended by the LA Health and Safety advisers.



## Safety



**No  
parking**

The school car park is for staff, visitors and deliveries only. **Parents may not use it.**

In exceptional circumstances, and if you already have a Disabled Parking Permit from the Local Authority, we may be in a position to issue you with our own Parking Permit; however, this will be reviewed on an annual basis.

If you are delivering your child to the Breakfast Club between 7.30am and 8.15am, it is permissible to use the car park for a short time only.



## PTFA



We have a thriving PTFA who work tirelessly to enrich the life of the school in a wide variety of ways. They organise a range of social events for pupils, adults and families, such as discos, quizzes, Christmas and Summer Fayres and sales of cakes and clothing. The fundraising efforts of the PTFA have enabled us to purchase many items for the school as well as funding trips and visitors to enhance pupils' learning.

PTFA meetings are held regularly about once a month, often with a free crèche facility provided by school, and are always looking for new parents to join them.

If you would like to join this busy band of parents in helping to raise funds for extras for our children (and make new friends), please speak with the school office or any member of the PTFA committee.

## Personal Data about Pupils

Alvaston Junior School processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to.

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing.



This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities - LA's, the Department for Children, Schools and Families - DCSF, and to agencies that are prescribed in law, such as the Qualifications and Curriculum Authority - QCA, Ofsted, the Learning and Skills Council (LSC), the Department of Health - DH, Primary Care Trusts - PCT, Contact Point, All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data. The governing body of a maintained school in England is also required by law to supply basic information to Contact Point [this is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support] This only includes the name and address of the child, contact details for their parents or carers [with parental responsibility] and the contact details of the school.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

A hard copy can be obtained from Alvaston Junior School.