

# PROSPECTUS

May 2020



## Christchurch Junior School

*The Best For All, The Best From All*

A member of **Twynham**  
**Learning** 

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Dear Parents and Carers

We are delighted to welcome you to Christchurch Junior School, which is now an integral part of Twynham Learning Multi Academy Trust. Our group of six schools are working closely together to provide the best opportunities for the children and young people of Christchurch.

We believe this school is a thriving community of children and adults. We aim to help every one of our pupils achieve his or her best through a wide range of learning opportunities. We hold high expectations for teaching, learning and conduct within a safe and secure school environment. These aspirations are reflected in our school aims (page 4).

A strength of our school is our enthusiastic and hardworking team of staff. They create a happy atmosphere in our school and a well-rounded primary education, enriched by a wide offer of extra-curricular activities.

We hope that this prospectus will give you a useful insight into your child's future school. Our website is a valuable source of information, including details about our curriculum, staffing, calendar and school policies. It also provides the positive report from our last Ofsted inspection (2014).

A close partnership between home and school is a recipe for success. This brochure provides many examples of ways in which you can support your child in their learning through their career at Christchurch Junior School. We aim to work with you to ensure that your child's time in our school is happy and successful, providing a strong foundation for the future. Please do not hesitate to contact the school if you have any questions or concerns.

We look forward to working with you and your child.

Yours sincerely

Mr Sam Fuller  
Headteacher

Mr Ian Mayhew  
Chair of Governors

Mr Gareth Morris  
Chief Executive  
Officer

Mr Doug Croucher  
Chair to Board of  
Trustees

**Christchurch Junior School** is a large, popular community school. It is an academy (part of the Twynham Learning Trust) which caters for almost 500 children aged between 7 and 11 years. The children spend four years here. The classes are organised in year groups hosting four classes each. We welcome children from all walks of life, all faiths and all abilities. The children enjoy excellent facilities in purpose built premises, which were constructed in 2001. Our facilities include a well-stocked Library and specialist teaching areas for Music and Computing. In 2010 our playing field was refurbished to a high standard. In 2011 we opened Old Building, purpose built accommodation for serving hot meals which also provides additional teaching and learning space with a suite of Music rooms. We take pride in our school's support for music and sport, and our playing field has recently been enhanced by a non-turf cricket pitch. The school is a member of the Christchurch Learning Partnership of schools that work closely together to ensure high quality provision for all local school children.

### **Admissions**

The Admissions authority for Christchurch Junior School is Twynham Learning. The admissions policy can be found on our website <https://www.cjsdorset.org/information/policies/> . Applications for places for the school are handled by the local authority.

If you are applying for a place for Christchurch Junior School, you should contact the admissions team at Bournemouth, Christchurch & Poole (BCP) Council on 01202 456223, or email Children's Information Services - [cis@bournemouth.gov.uk](mailto:cis@bournemouth.gov.uk) . Fully details can be found on BCP website <https://www.christchurch.gov.uk/home.aspx> follow the link for Children and families.

### **Transition between schools**

Children join us in the September at the beginning of Year 3 and leave us in the July at the end of Year 6. A transfer pack giving details of how to apply to secondary schools, together with admission forms, will be sent home with your child in the September prior to their transfer to secondary school (at the *beginning* of Year 6).

### Vision and Aims of the School

To create a caring community of motivated young learners who develop the confidence, skills, attitudes and qualities to realise their full potential. This means:

- We include everyone and we respect differences
- We respect and care for our environment
- We make a positive contribution to our local community
- We recognise the part we play in the wider world
- We are a caring school where everyone feels safe and secure



- We have high expectations for all
- We try our best
- We remove barriers to success
- We inspire excellent learning through a broad curriculum
- We celebrate achievement

- We build on our strengths and talents
- We are motivated to succeed
- We enjoy our learning and feel confident enough to take risks
- We understand everyone's right to be individual
- We take responsibility for our actions

***The Best For All – The Best From All***

## **Christchurch Junior School Charter**

We have a right to be individual but should take responsibility for our actions.

This means we should:-

- Help each other
- Respect everything and everyone
- Keep healthy and safe
- Always do our best
- Look smart and leave a good impression

## **Times of the School Day**

8.40am	Children are welcomed into school
8.50am	Bell for registration
10.55am – 11.10am	Break
12.10pm – 12.55pm	Lunch
3.05pm	End of school day

Parents / carers should notify school, as soon as possible, of any changes to arrangements for collection of their child, especially in Year 3.

## **Pupil progress**

Throughout your child's time at Christchurch Junior School we will closely monitor his/her progress and attitude to learning. Teachers will assess your child's progress by marking written work, observing practical tasks, listening to reading, talks and discussions as well as making use of tests. Feedback is used to identify achievements and set targets for future learning.

The main opportunities for you to find out about your child's progress are:-

- meeting with your child's class teacher in the Autumn and Spring terms when you can book appointments with teachers to review your child's progress.
- a written report at the end of the school year.

## Home/School Expectations

Our school is committed to providing the highest quality of education. Our school aims make clear the kind of school we aspire to be. This includes our aim to work in partnership with parents. Our expectations are that:

<b>THE SCHOOL WILL:</b>
<ul style="list-style-type: none"><li>• Provide a safe, secure and welcoming environment</li><li>• Promote high expectations and standards – in teaching, learning and pupil behaviour</li><li>• Provide a broad range of challenging opportunities to learn</li><li>• Provide information about home learning tasks</li><li>• Communicate with you through our weekly newsletter</li><li>• Keep you informed about your child's progress and respond to your queries</li><li>• Notify the family of any change of circumstances that might affect your child</li></ul>
<b>THE FAMILY WILL:</b>
<ul style="list-style-type: none"><li>• Support and reinforce our school aims</li><li>• Ensure that your child attends daily and inform the school if your child is absent</li><li>• Support the school's guidelines on home learning</li><li>• Support and reinforce the School's Agreement for Internet Use</li><li>• Attend Parent Evenings to discuss your child's progress with staff when possible</li><li>• Notify the school of any change of circumstances that might affect your child</li></ul>
<b>THE PUPIL WILL:</b>
<ul style="list-style-type: none"><li>• Attend school daily and on time</li><li>• Support the school's basic rules: to be safe, be healthy and respect others</li><li>• Wear the school's uniform and bring the necessary equipment each day</li><li>• Follow the school's guidelines on home learning</li><li>• Follow the School's Agreement for Internet Use</li></ul>

## Curriculum

At Christchurch Junior School we follow the National Curriculum for Key Stage 2 (ages 7-11). The statutory subjects that all pupils must study are: Art and Design, Design and Technology, English, Geography, History, Computing, Mathematics, Music, Physical Education and Science. Religious Education must also be provided.

Our grounds include a playing field, fitness station, greenhouse, pond and wildlife area, shade shelters, amphitheatre, trim trail, hard courts and grassed areas which provide opportunities to enrich and extend the curriculum. There is daily provision for an assembly or collective worship – as a whole school, year group or class group. These assemblies are usually led by teachers and often involve pupils and sometimes guest speakers. We value the spiritual dimension of children’s growth and make an effort to include all children in our assemblies.

The act of worship is broadly Christian but the school is not denominational and works to respect the faith positions held by all our families, pupils and staff. Parents have the right to request a child’s withdrawal from collective worship or religious education but this is rarely done. If you have any concerns about this aspect of school life, please discuss the matter with the Headteacher.

Personal, Social, Health Education and Citizenship are taught as part of the curriculum at Christchurch Junior School. The children learn to value themselves and each other and this contributes to the friendly and welcoming ethos in the school and the overall feeling of safety, security and collective responsibility. There is a clear progression of sex and relationships education from which parents have the right to withdraw their children.

The link to “Our Learning” on the school website provides an overview of the curriculum as well as a term by term guide to the topics we follow.

The curriculum is further enriched through educational visits in all year groups which are sometimes residential. We welcome a wide range of visitors and community members, who take part in special events and themed weeks.

The school prides itself on the many opportunities for children to take part in music, dance, gymnastics and the expressive arts. The school offers a wide range of sporting clubs and opportunities for teams to represent the school in competitions. Swimming is a part of our PE curriculum and we make use of the Two Riversmeet facility in Christchurch. Although this important activity is subsidised through funding from our PTFA, we do ask for parents to make voluntary contributions towards the cost of transport, the rental of the pool and the hire of specialist coaches.

Our December 2014 Ofsted report is available via a link on the home page of our website. This judged leadership and management, behaviour and safety and quality of teaching and achievement of pupils to be good. It also offered helpful pointers for our continuing improvement.

## Home learning

Home learning tasks take many forms. In all year groups there is an expectation that children will read at home, preferably aloud to an adult, will learn spellings and make progress toward their multiplication table badges. In addition, children are often asked to research a topic or complete some learning at home to support our topic-based curriculum. In different year groups, this might take the form of a long-term project, a verbal presentation, an entry in a learning log or a written task.

We ask that parents support home learning by:-

- taking an interest in and discussing tasks with their child
- creating conditions in which their child can learn.
- encouraging their child to develop keyboard skills at home and exploring a range of assistive technology eg software with speech feedback, to support his/her learning.
- engendering a love of reading by reading to their child and visiting the local library and bookshops.

## School Visits

We believe that activities, visits and visitors enrich the curriculum for the benefit of the children and their learning:-

*“The many visits and visitors add further experiences which enrich pupils’ learning.”* Ofsted, December 2014

The pattern of visits for each school year group is published on our website (follow the links to your child’s year group). The overview is designed to inform parents of the likely dates and costs over a school year.

We will always advise you by email or letter of any proposed visits and activities and invite you to make a voluntary contribution towards the activity. We try to keep costs to a minimum but if insufficient contributions are received when requested we may be unable to go ahead with a proposed event. The methods of payment are online through School Money (for those who have registered with this service) or via Pay Point. Further information is available from the school office.

Children in receipt of Free School Meals are eligible for the remission of the board and lodging cost element for residential visits. Please refer to the Charges and Remissions Policy on the school website.

## Extra funding for school children

If you are in receipt of qualifying benefits for free school meals, you can register for ‘Free School Meals’ for the school to receive additional funding in the form of Pupil Premium. This will be used to support your child with extra support and activities such as school uniform grant, funding towards music tuition and funding towards school trips. For further information, please speak to the school office.

### **Out of school childcare – Funtastic**

Before and after school childcare is available through the Funtastic Club. This is an independent childcare setting which offers a range of exciting indoor and outdoor activities. The Club is open every morning 7.45am - 8.50am at Portfield Hall and from the end of school until 6.00pm at Christchurch Junior School. The club is registered with Ofsted. Funtastic also runs a Holiday Club.

*For more information, please contact Regine Natchoo on 07791 379792 or email [funtastic101@hotmail.co.uk](mailto:funtastic101@hotmail.co.uk)*

### **Volunteers**

We welcome parent and community volunteers into school to work with the children in an informal way by hearing reading, playing games and supporting learning. All regular volunteers are checked by the Disclosure and Barring Service (DBS) in line with Government legislation for the safety of the children. If you would like to help, please make use of the Volunteer Expression of Interest form which can be downloaded from our website. This will help us to match your talents and interests to the school's needs.

Another important way in which volunteers can help the school is by assisting with some of our many off-site visits and activities. Letters explaining these activities usually include a request for parental help.

### **Sports Coaches**

We welcome professional coaches to the school to support our sporting activities. Some are regular visitors, such as AFC Bournemouth football coaches, Dorset Cricket Board coaches and our LTA tennis coaches. All are DBS checked in the usual way.

### **Inclusion**

Inclusion is at the heart of our school and we provide quality first teaching to ensure that all children achieve. We offer excellent support for children who find learning more challenging and for those who are achieving well above their peers.

The role of the Inclusion Team:-

- to offer additional support for children who find learning difficult
- to organise interventions
- to liaise with parents and outside agencies
- to identify barriers to learning
- to support teachers and teaching assistants
- to support those children who are identified as more able and talented
- to ensure accessibility and eliminate unlawful discrimination for children with a disability

## The Inclusion Team

### *Mrs Esther Curry (Assistant Headteacher – Inclusion / SENDCo)*

Mrs Curry's role is to oversee and support children with identified barriers to learning, with Education Health Care Plans (Statements) and to meet with parents who may have concerns about their child's learning or behaviour. She organises support in school and assists with transition between schools and within school.

### *Mrs Jenny Cowling (Pastoral Care Worker)*

Mrs Cowling works with families or children who may need support with a variety of pastoral issues eg family difficulties, behaviour, anxiety, illness, bereavement, friendships, transition. She offers parents information and resources, including signposting to appropriate agencies.

### *Mrs Sarah King (Supervisory Teaching Assistant – Inclusion)*

Mrs King offers support within class, in small groups and with individuals

### *Mrs Nicola Haskell (Supervisory Teaching Assistant – SEND)*

Mrs Haskell has specialist skills in speech and language and offers support within class to small groups and individuals.

If parents or carers have any concerns about their child, they should speak to the class teacher who will liaise with the appropriate member of the Inclusion Team.

## **Accessibility**

The school reviews annually its Accessibility Plan to ensure that the environment, curriculum and information are all fully accessible to all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.

The school building/s are accessible to those using wheelchairs and there is a lift to the upper floor. Corridors are wide and the outdoor facilities are all on one level. There is a tarmac trim trail around the outside of the field.

## **More Able and Talented Pupils**

Christchurch Junior School is committed to providing a varied and challenging curriculum for all our pupils. We maintain a register of pupils identified as being academically able or talented through liaison with our Infant School, standardised test scores, teacher observations and judgments. Children who are considered more able and talented are provided for through careful planning, classroom differentiation and through opportunities for extension and enrichment.

Pupils are encouraged to fulfil their potential in those areas in which they are more able and talented without reducing the breadth of their curriculum and personal experience. Special opportunities for talented pupils include the chance to take

part in clubs, teams, orchestras, special workshops or activities provided through the local partnership of schools.

### **School Council**

Our School Council is an important voice for pupils in the way our school is run. The Council consists of two members from each class, elected by their classmates, and it meets each half term. As well as recommending policy, it is consulted on the use of a budget generated by our termly fundraising discos. Teachers enable regular class discussions to take place so that the representatives are able to carry out this role.

### **Behaviour and Safeguarding Children**

Christchurch Junior School has a responsibility to create and maintain a secure and safe environment for the pupils who are in our care. We have clear policies for safeguarding children that cover a range of issues such as Child Protection and First Aid, as well as behaviour. The school has a Safeguarding Policy which is up to date, in line with legislation and the guidance provided by the Local Authority.

Our first priority is your child's welfare and we will usually discuss with you any concerns we might have about your child. There might be occasions, however, when we have to provide information for or consult other agencies, such as Children's Services Social Care, before we contact you. Our responsibility to do so is determined by Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures. If you want to know more about these procedures, please speak to the Headteacher.

Christchurch Junior School is committed to a policy of equal opportunities for all, founded on the principles of trust, responsibility and respect for others. The school believes that it is the basic right of all children and young people to receive their education free from fear and humiliation, oppression and abuse.

### **Anti-Bullying Policy**

At Christchurch Junior School we create an environment where all pupils can learn confidently and happily. If a pupil is unhappy for any reason, this will affect their ability to learn such as friendship problems, playground disagreements, physical, verbal, racist or homophobic intimidation. The school has behaviour policies and practices for dealing with all such incidents and problems, and we make use of both rewards and sanctions. (Sanction may include removal of privileges, detentions and, in more serious cases, exclusion).

We define bullying as 'behaviour that is deliberate and repeatedly causes unhappiness or hurt to another person. This includes physical or emotional hurt to another person and we recognise it can take many forms. We encourage children to 'tell' if they are 'hurt', 'angry' or 'upset'. Our Anti-Bullying Policy clearly sets out our response to all unwelcome behavior. The Anti-Bullying Policy can be found on the school website.

At Christchurch Junior School bullying rarely occurs but if it does we have a tried and tested method for making it stop. This 'Seven Step Approach' protects the children involved and demonstrates to pupils and parents that we treat all such incidents seriously. The school keeps a record of incidents of bullying or racist behaviour. Please keep us fully informed of any circumstances that may affect your child's ability to reach his or her full potential.

A number of pupils in Year 6 have been trained in the principles and processes of peer mediation. Our team of mediators is available during lunch breaks to support other children in dealing with issues or disputes within friendship groups. This is just one example of how children take on responsibilities in our school.

### **Pastoral Care**

We recognise that, at times, children need differing levels of pastoral care. Everyday welfare is provided through our teachers and teaching assistants in the classroom. Where children have suffered bereavement or other difficult home circumstances or where there are other emotional issues, a referral may be made to our pastoral care worker. She, in turn, may need to refer on to other professionals such as the Young People's Health Professional (School Nurse), Child and Adolescent Mental Health Team or other support agencies. Our pastoral care worker also works with families, meeting with them to discuss any problems and providing resources on parenting issues. The school works closely with partner schools and other professionals to support children and their families. When we refer children and families, we will ask for the consent of parents or carers unless it is a child protection matter. Where we share information we follow the principles of our policy of confidentiality. The key principle is that we will only share information where we judge it to be in the best interests of the child involved. Our December 2014 Ofsted report comments on the "excellent care that pupils experience".

### **Pupil Internet access, acceptable use agreement**

ICT including the Internet, email and mobile technology is an important part of learning in our school. We expect all children to be safe and responsible when using any computing. As part of the school's Computing curriculum we offer pupils supervised access to the Internet. In order to use the internet, all pupils must have parental permission and pupils should sign their acceptance of the school rules.

A filtered internet supplier is used and although internet use is supervised, parents and carers should be aware that some pupils may find ways to access material which is inaccurate, defamatory, illegal or potentially offensive to some people.

Ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

### **RULES FOR RESPONSIBLE INTERNET USE BY PUPILS**

The School has installed computers with internet access to help our learning. These rules will help keep us safe and help us to be fair to others.

- I will only use my own login and password, which I will keep secret
- I will only use computing technology in school for school purposes
- I will only use my own school email address when emailing in school
- I will ask before opening email attachments
- I will only e-mail people I know, or people my teacher has approved
- I will not access other people's files
- I will only use the computers for schoolwork and homework
- I will not bring in any removable media into school without permission
- The messages I send will be polite and sensible
- I will not give my name, home address or telephone number or arrange to meet someone, unless my parent, carer or teacher has given permission
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like
- I understand that the school can check my computer files and the Internet sites I visit
- I will follow the SMART rules to keep me safe on the Internet

### **Social Media**

Pupils must continue to act responsibly when communicating via social media. We would advise that parents and carers monitor their children's communications. Increasingly the school is dealing with inappropriate use of social media that happens outside of school hours. Should parents or carers have any concerns about appropriate use of social media then please contact Mr Croton (Deputy headteacher and E-safety Champion). For more information please see <https://www.twynhamlearning.com/542/online-safety-for-primary-school-parents>

### **Health and Safety**

Health and Safety has the highest priority at Christchurch Junior School. We aim always to provide a safe and secure environment in which children can learn.

We promote healthy lifestyles through our nut free policy, our no smoking policy and a ban on sweets, fizzy drinks and chewing gum. This is reflected in our guidelines on lunchtimes (see page 14). We also provide fitness through daily fit breaks as well as regular, good quality curricular and extra-curricular activities. We ask for the support of parents and carers in promoting a nut free environment to protect our children and adults who have life threatening allergic reactions to nuts and nut products (ie anaphylaxis).

### **First Aid**

Our school has a dedicated first aider who is on duty each day from 10.30am in our Office. We have other members of staff who are on duty at other times. They have received first aid training and are also able to deal with injuries within school and on school visits. If children feel unwell during the day, they should first speak to their class teacher who will then make the decision to contact a parent or carer for further advice or to arrange for their collection.

### **Medication**

Please refer to the First Aid and Supporting Children with Medical Conditions and Managing Medicines policies on the school's website.

### **Attendance**

We expect children to attend daily and on time. Our 2018 – 2019 whole school attendance rate was 96.52%. Parents are requested to help school by notifying us of all absences on the first day with a verbal or phone message which will be recorded. If the absence lasts for more than one day, a letter of explanation should be sent into school when your child returns. Any absence which is known in advance, such as a medical appointment, should be notified to the school in writing beforehand. If we have not heard from you, we will telephone you on the first day of absence.

If a child's attendance is not regular, we will write to you to look for ways to improve the situation or, if necessary, we will refer the matter to the Dorset Attendance Service. The Service will contact families to try to support improved attendance or, failing this, they have the authority to issue fixed penalties. We expect children to be in school by 8.50am for registration and they are welcomed into school at 8.40am.

### **Leave of absence in exceptional circumstances**

Christchurch Junior School expects good and punctual attendance from its pupils, in order for them to make the most of the opportunities the school has to offer. We rely on our partnership with parents to make sure this is achieved.

Headteachers can only authorise leave from school where there are exceptional circumstances. Holiday leave cannot be authorised. Forms requesting leave of absence may be obtained from the school office or on our website. The School's Attendance Team monitors the attendance levels of all children and works with the local authority to promote good attendance. In some cases of irregular attendance, the school will request the issuing of fixed penalty notice fines.

### **Uniform**

We are very proud of the appearance of our pupils. The uniform list with details of the school's requirements for uniform and PE kit can be found on our website. Our uniform is a symbol of belonging to Christchurch Junior School and underlines the sense of community we seek to develop. We see it as a clear statement of identity both inside school and when we are on educational visits, away from site. The children should take pride in their appearance and present a positive image for our school. We ask for your support in this matter.

Our maroon jumpers, cardigans, gold polo shirts and PE T-shirts, all printed with the school logo, are available from Stevensons of Southbourne, in store or on-line [www.stevensons.co.uk](http://www.stevensons.co.uk). Additional items may also be purchased from this supplier. Parents of children who are entitled to free school meals may apply for a clothing grant in the form of a voucher which may be redeemed at Stevensons. Please contact the school office in the first instance.

Footwear: We expect pupils to wear sensible, school shoes and not trainers in school. We also ask for your support in controlling the size of heel as a matter of health and safety. We do not allow children to wear boots, sling back or mule type shoes which do not support the ankle. Shoes should be worn with grey or white socks (or grey tights in colder weather). Trainers are not allowed (except for use in the playground at breaktimes and lunchtimes only).

**Jewellery:** We do not allow the wearing of jewellery in school unless a Medic Alert / SOS Talisman is needed. Children whose ears are pierced may wear plain studs if necessary but we cannot accept responsibility for the loss or damage of jewellery brought to school. During PE, earrings will need to be removed or taped for health and safety reasons. Children may wear a watch but must be responsible for it. All other forms of jewellery are not allowed for reasons of safety.

We do not allow children to wear make-up or nail varnish to school.

**Hair:** The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children. We would greatly appreciate the support of parents and carers with this issue. Long hair should always be tied back. The above guidelines apply to both boys and girls.

**PE kit:** We expect children to wear the school PE kit for this part of the curriculum, including appropriate sports footwear (trainers are required for outside activities). Plimsolls are not required for indoor PE, unless a child has a verruca when we would require feet to be covered. Children should wear shorts for indoor PE. Children who participate in activities requiring special kit will receive further advice from the teacher running the events when these take place.

**Lost property:** With almost 500 children wearing similar items of clothing, it is vital that all schoolwear is clearly marked with the child's name. We do accumulate large amounts of unclaimed, unmarked clothing in lost property. We request that all garments are named using woven name tapes, iron-on labels or a permanent laundry marker so that 'lost' items can be returned to their owners. Any unnamed and 'lost' items are placed in our lost property box and anyone is welcome to view this box when items have been mislaid. The school cannot accept responsibility for the replacement of lost items of clothing or personal belongings.

### **Valuables and belongings**

We ask that children do not bring valuables or electronic devices such as tablets or iPads to school. If children do need to bring something valuable - for a topic, for example - it should be given to the teacher for safekeeping.

We ask that pupils do not bring mobile phones into school. In exceptional cases where this is necessary, a phone should be handed into the school office for safekeeping and parents / carers will be required to sign a letter of permission. As well as the risk of loss or damage, there is a safeguarding dimension as most phones can take photographs.

### **Lunchtimes**

Children may eat a hot school meal or bring a packed lunch to school each day. They can bring an additional fruit or vegetable snack for breaktime. We encourage healthy eating and ask for no fizzy drinks, glass bottles or sweets in lunch boxes. We also have a 'no nut' policy to protect our children who have severe allergic reactions to nuts and nut products. Children of parents in receipt of certain benefits may be entitled to free school meals. If you wish to check whether your child is entitled to a free hot school meal you can check with Bournemouth, Christchurch & Poole (BCP) Council on their website <https://www.christchurch.gov.uk/home.aspx> follow the link for Children and families or contact the school office and we can conduct the check on your behalf.

### **Hot School Meals**

We offer a hot school meal service provided by Harrison Catering Service. Meals may be ordered on-line from a menu which changes termly. Payment is made directly to Harrison via Parentpay the online hot school meal payment system. Further information is available via the link on our school's website.

### **Email communication, text messaging and online payment**

We use email communication for parents and carers to receive letters and messages from school and a facility to make payments online for school activities and visits that require a voluntary contribution or payment. Parent consultation appointments can also be booked on-line. For each of these services we ask parents to sign a form confirming their agreement to opt in. Under the new GDPR regulations, you are able to opt out of any or all of these services at any time. The service we use is registered with the Data Protection Registrar and guarantees that all the information provided is kept private and will not be passed to any other organization.

### **Absent Parents**

Please be aware that there is a legal responsibility for all schools to share information and liaise with all who have parental responsibility, not just the parent with whom the child lives. If there is a legal reason why information should not be shared or that access is restricted, then a copy of the court order (or other legal document) must be provided so that the school is fully aware of any restrictions.

### **Weekly newsletter**

We publish a weekly newsletter, CJS NEWS, which is sent out via email to parents each Thursday and is also published on our school website. Paper copies are available on request.

### **Pupil Transport**

Help from the Local Authority with transport depends on factors like the age of your child, the school he / she attends and the distance between your home and the school. To find out information on rules for entitlement to transport or to apply for concessionary seats on school transport, contact Bournemouth, Christchurch & Poole (BCP) Council Home to School Transport Team on telephone 01202 458852 or email [passenger.transport@bournemouth.gov.uk](mailto:passenger.transport@bournemouth.gov.uk).

### **Car Park / Transport**

The school car park is a private car park with limited space for the use of Christchurch Junior School and Christchurch Infant School staff, official school transport and official visitors to school only. If you have a blue badge displayed in your vehicle, you may use the car park if there is a marked bay available.

We provide a fenced area for children to leave their cycles or scooters at the owner's risk if they ride to and from school. We recommend that children padlock their cycles.

For the safety of all families, we ask for parents to support us in ensuring that no children ride cycles or scooters once on the school premises and that pedestrians use the pavements/footpaths around the car park for access to and from school.

In order to help ease traffic congestion around school at peak times, we encourage parents to use a voluntary one way system to ease congestion. We ask drivers to travel in an anti-clockwise system from Barrack Road, down Clarendon Road, along Addiscombe Road and down Portfield Road towards Barrack Road.

### **CJS Parent Teacher and Friends Association (PTFA)**

All parents, staff and governors are automatically members of the PTFA. The committee meets regularly, and helpers are requested via Newsletters and our Facebook page: Friends of Christchurch Junior School Dorset.

The PTFA have raised considerable sums of money over the years which have contributed substantially to the resources we offer the children. We have provided the school with items such as visualisers for each classroom, a device where teachers can show children's work (for example) under the camera, this is then shown on a big screen in the classroom for all the class to see. Along with maths and science equipment that is used across all year groups. Some smaller items the PTFA have purchased were a video camera for recording school events and resources for arts week. The PTFA fund a Christmas party for all classes, prizes for the annual science fair, and also subsidise Year 3 and 4 swimming lessons. The PTFA are currently fundraising to provide Outdoor Fitness Equipment for the playing field. If you would like to find out more about the PTFA, please contact the PTA Chair by emailing [ptfa@cjsdorset.org](mailto:ptfa@cjsdorset.org). Events are held regularly and your support for these really does make a difference.

### **Local businesses**

We are also interested in partnering with local businesses that are able to sponsor events or projects. For example, some companies will match fund fundraising events. If you think your company can help, please let us know.

### **School policies**

All our policies are published on the school website and reviewed regularly by the governors and the Board of Trustees of the Twynham Learning Trust.

### **School Governors**

If parents or carers wish to contact our Chair of Governors they can do so by email: [clerk.governors@cjsdorset.org](mailto:clerk.governors@cjsdorset.org)

### **Complaints**

Despite our best efforts, from time to time your child may experience difficulties at school that you may not feel have been handled well. If you have any concerns or enquiries, the class teacher is the first point of contact. It would normally be the year leader to whom you would talk if you were not satisfied with the class teacher's response. If you then feel more could be done, please contact the Headteacher or Deputy. It is school policy never to offer a response to emails, letters or telephone calls that are anonymous. The Twynham Learning policy for Complaints is available via our website.

### **Forms and further information**

Parents and carers of new pupils joining us will receive an admission pack, which consists of an admission form which needs to be completed, signed and returned to school, prior to admission. The pack will also include the following:-

#### **Admission details**

**Medical information and permission for school visits**

**Internet access, Computing Use and Photo Permission**

**Email communication, text messaging and on-line payments**

**Further useful information may be found on our school website [www.cjsdorset.org](http://www.cjsdorset.org) under the drop-down menu Information/Admissions/Information for new pupils:-**

Prospectus  
Privacy Notice - GDPR (Data Protection Act 2018)  
Administration of medicine  
Extra funding / Pupil Premium and free school meals  
Uniform  
School terms and holiday dates 2019 – 2020  
End of Key Stage 2 Assessment Results 2018  
Safeguarding  
Pastoral Care  
CJS Parent Teacher and Friends Association (PTFA)  
Harrison Catering Service - hot school meal provider  
Funtastic (Breakfast / After School Care Club)