

# BROOKLAND JUNIOR SCHOOL

*MOVING FORWARD TOGETHER*

## *Parents' Handbook*



*At Brookland Junior School we strive for excellence in all we do.*

*We are committed to working in partnership with our pupils and their families to create an inspirational learning environment where everyone works together to ensure our pupils achieve more than they ever believed possible.*

*The Brookland Learning Journey provides our pupils with the skills they need to become independent, responsible learners, ready to face the future with confidence.*

# *Introduction*

This handbook has been designed for you to refer to whilst your child is a pupil at Brookland Junior School. It is based upon the most frequently asked questions in the hope that it may answer any queries you may have about your child's education. However, it cannot answer all questions and the school welcomes informal contact with parents. Please speak to your child's classteacher in the first instance or contact Mrs. Cawley or Mrs Millington in the school office if you wish to make an appointment with the classteacher to discuss any issues in more detail. We aim to provide a happy and fulfilling education for all our children through which every child can be helped to achieve their potential. Our children benefit from being part of a school community with an ethos of care for every individual. The active support of parents and families is a key factor in achieving success so thank you for reading this booklet and taking note of its contents.

## *What is Key Stage Two?*

Key Stage Two is the name given to the years of your child's education at Brookland Junior School between 7-11 years old. Over this time, children will continue to be introduced to more approaches to the learning and teaching of the National Curriculum. They will be set more rigorous targets and will be expected to complete more tasks for homework, in line with government guidelines. Emphasis will also be placed on helping children to develop thinking and problem solving skills to aid greater independence in learning.

## *The Brookland 6 Principles for Learning:*

*Collaboration, Readiness, Drive to succeed, Thinking skills, Pursuit of Challenge, Reflectiveness.*

The Brookland 6 Principles for learning are important for several reasons:

They draw attention to the processes of learning and not just the products.

They are more likely to engage pupils in active rather than passive learning.

They enable pupils to develop deeper understanding and mastery of topics.

They create positive attitudes and behaviours for learning.

They provide a new range of criteria against which pupils can evaluate their progress in learning.

Essentially, they enable pupils to learn how to learn.

As a school, we recognise the importance of equipping our pupils with the skills to become good learners to set them on the right path to continue their lifelong learning. Our Brookland Six Framework is informed by research into **how** we learn and forms the foundation of our vision for effective learning across our school community. It integrates a range of different types of thinking skills and learning behaviours with collaborative learning (working with others) and independent learning (self-management and taking responsibility). In this way, it provides a secure basis for all we strive to accomplish as well as providing teachers with a structure to help pupils to think more skilfully and develop productive attitudes to learning. As part of a 'mixed curriculum', lessons are planned to encourage pupils to think more *skillfully* than they would otherwise do - to engage them in better quality thinking, in order to deepen understanding and apply ideas, generate new possibilities and make decisions as well as to plan, monitor and evaluate their progress.

Committed to working in partnership with our pupils and their families, our vision is to:

*'Equip our pupils with the skills they need to go beyond simply acquiring knowledge, to become independent, responsible learners, ready to face the future with confidence'.*

This involves creating opportunities for pupils to experiment with ideas, take initiative, learn from mistakes, work collaboratively and become more self-directed in their learning. It is important, therefore, that pupils' self-esteem and self-confidence are explicitly fostered along with their ability to manage their own emotions, to interact effectively with others and eventually to regulate and enhance their own learning. The Brookland 6 framework builds on existing research into the development of Carol Dwek's 'Growth Mindset' and Guy Claxton's 'Learning Power', while at the same time reflecting our aim to encourage pupils to think more skilfully, reflect on their progress more effectively and develop a thirst for learning.

## What will my child be learning?

The National Curriculum lays down guidelines for which subjects we have to teach and details what should be taught at each Key Stage. In addition to English and Mathematics, your child's teacher will continue to build on the skills that the children have learned in the Infant School. To do this Brookland Junior School has a 'Learning Journey' framework which provides a motivating context for children's learning.

### BROOKLAND JUNIOR SCHOOL LEARNING JOURNEY FRAMEWORK

	Autumn		Spring		Summer	
<b>YEAR 3</b>	<b>ANCIENT WORLD</b> <b>History</b> (Early Civilisations & Ancient Egypt) <b>RE</b> Muhammad & his life	<b>POLES APART</b> <b>Science</b> (Forces & Magnets)	<b>UNDER YOUR FEET</b> <b>Science</b> (Rocks & Soils) <b>Geography</b> (Natural resources) <b>History</b> (Stone Age to Iron Age)	<b>MOUNTAIN EXPEDITION</b> <b>Geography</b> (Mountains)	<b>WATER, WATER EVERYWHERE</b> <b>Science</b> (Plants & How they Work) <b>Geography</b> (Water Cycle & Water as a resource) <b>Art</b> (Watercolour painting)	<b>LEA VALLEY EXPLORERS</b> <b>Science</b> (Condensation & Evaporation) <b>Geography</b> (Local study of settlements & land use) <b>D&amp;T</b> Bridge construction
<b>YEAR 4</b>	<b>INTO THE WOODS</b> <b>Science</b> (Classifying living things. Habitats & food chains)	<b>EUROPEAN ILLUMINATIONS</b> <b>Science</b> (Electricity) <b>Geography</b> (Study of a European region) <b>D&amp;T</b> (Electrical)	<b>MAGNIFICENT MAYANS</b> <b>History</b> (Mayans)	<b>FOOD GLORIOUS FOOD</b> <b>Science</b> (Nutrition & digestive system) <b>Geography</b> (Natural resources)	<b>SAVAGE EARTH SYMPHONY</b> <b>Science</b> (Sound) <b>Geography</b> (Volcanoes & earthquakes) <b>Art</b> (Digitally designed CD covers)	<b>INVASION!</b> <b>History</b> (Roman Empire & invasion of Britain)
<b>YEAR 5</b>	<b>HARVEST</b> <b>Geography</b> (Study of a contrasting UK locality)	<b>SAXON VILLAGE</b> <b>History</b> (Anglo Saxons) <b>D&amp;T</b> (Textiles)	<b>LOST IN SPACE</b> <b>Science</b> (Earth, Space & Gravity)	<b>GREEK WEEK!</b> <b>History</b> (Ancient Greece)	<b>THE JOURNEY</b> <b>Geography</b> (Rivers)	<b>MUSIC MATTERS</b> <b>History</b> (History of music- a post 1066 study)
<b>YEAR 6</b>	<b>THE PLAY'S THE THING</b> <b>Literacy</b> (Shakespeare)  <b>History</b> <b>Art</b> (Digital - photography)	<b>PLANET EARTH</b> <b>Science</b> (Classification Evolution & Inheritance)  <b>Geography</b> (Climate)	<b>WAR &amp; LAW</b> <b>History</b> (Vikings VS Anglo Saxons) (Local History Study)	<b>POWER</b> <b>Science</b> (Electricity & Light) <b>Geography</b> (Energy - House of the future) <b>D&amp;T</b> Electrical	<b>CHANGE</b> <b>Science</b>  The Human Body, heart, circulation & lifestyle	<b>MEXICO</b> <b>Geography</b> Region in the Americas  <b>Art</b> textiles

Each 'Learning Journey' will allow children lots of opportunities to learn through first hand experience and to develop their thinking skills through problem solving situations. More information about the class 'Learning Journey' will be found on the school website each term. Your child's teacher will identify how your child learns best and learning and teaching opportunities will vary to take account of children's differing needs.

## Home Learning

At Brookland Junior School we operate a planned programme of home learning which involves regular creative activities that help to establish the link between learning at home and school. This 'Home Learning' approach to homework is intended to encourage the involvement of parents in working with their child, for example in sharing a reading book, choosing how to present information that supports work in the classroom, learning times tables or mathematical challenges.

Children are expected to continue with regular reading throughout their time at Brookland Junior School.

## Home/School Planners

Home/School Planners travel between home and school on a daily basis, so that reading and other communications between you and your child's teacher can be recorded. The cover of the planner changes each year and is designed by the pupils. The Home/School Planners are used by children each day to reflect upon their learning, particularly in terms of how they are developing their Behaviour for Learning. It is important to continue to hear your child read regularly and parents should sign the planners to indicate that they have heard their child read and discussed their understanding. Guidance to help with this is contained in the planner itself.

## *House Points*

Our House point system is in place to recognise outstanding attitudes and behaviour for learning. The aim is to encourage a real sense of pride and achievement, as well as fostering a community spirit by giving our pupils the opportunity to contribute to something bigger which involves children from all year groups.

Every child in the school belongs to one of four colour houses; Red, Blue, Yellow and Green. Children are placed in a House when they enter Brookland Junior School and remains a member of this House throughout their time here. Wherever possible, siblings are placed in the same House. This gives each child a sense of belonging to a wider group and helps them to learn the importance of individual and team success. Each house is represented by House Captains from Year 6, who apply for the position and are chosen for being positive role models.

The responsibilities of House Captains include:

Setting an example to other children

Earning house points and encouraging others to do so

Representing their house when collecting and presenting awards

Being somebody others can turn to for advice

Children can collect house points by demonstrating learning behaviours that tie in to our school ethos of The Brookland Six: Collaboration, Readiness, Drive to succeed, Thinking skills, Pursuit of Challenge, Reflectiveness. Children collect house points to earn individual certificates throughout the year. House points are collected weekly by the House Captains and the winning house is awarded a trophy during our Celebration Assembly. Each half term, the overall winning house is rewarded with a non-uniform day, where they are permitted to attend school in their House colour. At the end of the year, once all the House points are tallied, the House Champions are announced.

## *How can I help my child?*

*Continue to encourage your child to develop skills of independence such as:*

- Looking after their own belongings.
- Having all the equipment ready that they need for a task and using resources carefully.
- Setting their work out appropriately with the date and learning intention underlined.
- Organising P.E and swimming kit for themselves.
- Handing home learning in on time.
- Using a dictionary, word bank or thesaurus as needed.

*Practise:*

- Reading, writing and ordering numbers to 1000 including decimals.
- Counting on or back in tens and hundreds from any two or three digit number.
- Knowing by heart all the addition and subtraction facts for each number to 20.
- Knowing by heart multiplication and division facts for all the multiplication tables.
- Using contents, indexes and glossaries.
- Asking them questions about their reading books such as "How did the person feel and what would you have felt like?" which encourages them to think and reason.
- Asking if they can think of another word that means the same as one of those they have read.

*Remember to:*

- Share their school reading book with them.
- Encourage them to complete home learning tasks neatly and to the best of their ability.
- Go to the local library.
- Help them to remember the Children's Promise contained in the Home/School Planner.
- Maintain a regular routine for school days.
- Fill your child's water bottle with fresh water, NOT squash or juice, please.
- Make sure your child has their PE kit in school every day.
- **Send your child to school with a coat or jacket when the weather is uncertain and every day from the beginning of November until the end of the Spring Term.**
- Make sure that all coats and fleeces have hanging loops.
- Ensure all uniform, PE kit, coats and lunch boxes are named. Lost property can be found in the front entrance of the school.

# *The School Day*

The school is organised into 10 classes, three classes in Year 3 and 4 and two in Year 5 and 6. Each class has its own full time teacher. All classes are of mixed ability and teaching assistants work with individuals and small groups alongside the class teacher. In school their children are grouped in a variety of ways in order to cater for their wide range of abilities. Children work as a class, as an ability group, or individually according to the subject and type of activity. It is our aim to encourage every child to reach their full potential.

## **School Times**

7.45 - 8.45 am - Breakfast Club

8.45 am - Staff on duty in the playground. Your child should come onto the playground at the start of the school day

8.55 am - Bell is rung by member of staff and children line up in their class order.

Teachers or Teaching Assistants collect children from the playground for registration

9.00 am - registration

9.30 am - Assembly

10.45 am - Morning break - Year 3&4 until 11:00am

11.00 am - Morning break - Year 5&6 until 11:15

12.00 - 1.00pm - Lower School break for lunch

12.15pm - 1.15pm - Upper School break for lunch

1.00/1.15 pm - Afternoon school begins

3.20 pm - School day ends

Any child who has not been collected will be asked to wait in the school reception until they are met. We expect that this situation will only arise in an emergency; please let us know if you are unable to meet your child at 3.20pm for any reason. If anyone other than a parent or regular carer is meeting your child please inform the School.

## *Punctuality*

We expect pupils to arrive at school in good time for the morning and afternoon sessions. If you arrive after registration, please report to the school office to be registered as late.

## *Collection during the school day*

If for any reason you need to collect your child during the teaching sessions, please come to the main reception. The office staff will collect your child from their class and you are required to sign them out. So that this works well for everyone, please provide us with a note, in advance, that gives the time and reason you will be collecting your child.

## *Attendance*

Regular attendance is very important and absences should be restricted to unavoidable circumstances such as illness or family difficulties. Please try to arrange non-urgent medical and dental appointments out of the school day. We are legally required to keep accurate records of attendance and to supply data on attendance to the Local Authority. Because of this, a reason must be provided for all absences, otherwise they cannot be authorised. Please report the reason for any absence to Mrs Pitkin or Mrs Millington or to your child's teacher as soon as possible, preferably before 9.00am on the day of absence. Please be aware that the school will telephone to follow up any unexplained absences.

Please note that leave of absence from school for family holidays cannot be granted by the Headteacher.

We encourage good attendance at school and an Attendance Certificate is awarded each term to the class with the highest attendance. Children with attendance of 100% throughout the year are rewarded with a Good Attendance Certificate at the end of the year. A record of each child's attendance is included in their end of year report.

# *What if.....*

## *I would like to help in school?*

All parents have a very important role to play in the life of the school. Research studies have shown that children's levels of motivation and interest in school are significantly strengthened if they know that their parents take an active interest in all school activities and lend support and practical help when they can. Here are some of the ways in which parents can support the school:

- Reading the Newsletters, taking note of dates, returning slips promptly.
- Being active in PTFA activities and meetings.
- Offering to help in the classrooms with a range of tasks and activities, e.g.: listening to the children read.
- Considering becoming a School Governor when vacancies arise.
- Attending school events (Parent/Teacher Meetings, sports events, special assemblies etc).

If you would like to help in the School on an occasional or regular basis, please contact your child's teacher.

**NB** All voluntary helpers in School will be required to sign our volunteers' agreements and undergo induction. This is normal practice in most schools.

## *I want to discuss something with my child's teacher?*

We hold two formal Parent/Teacher Meetings a year. These individual meetings to discuss children's progress and set targets are held during the Autumn and Spring Terms. The dates and times are always published in the Newsletter in advance and appointment slips are sent out. There is also an informal, more general Open Evening, providing a chance to celebrate the year's work. In addition to these consultation meetings, teachers are always happy to discuss any issues or concerns which you may have about any aspect of your child's life in school. It is usually not convenient for teaching staff to have discussions with parents in the morning before school begins, unless the matter can be dealt with quickly and simply. If you need to have a more detailed meeting with your child's teacher, please make an appointment with them or by contacting the school office. Thank you.

## *I notice my child has head lice?*

You must treat it immediately. Advice can be sought from your local pharmacy about which lotion is currently most effective. Once treated you must continue to check your child's hair every day in case you have missed any of the eggs. If you do not treat your child straight way it will cause them considerable discomfort and they will soon become distracted during lessons. Remember to let the school know so that we can contact other parents to let them know they may need to check their child's hair.

## *My child wants to have school dinners?*

The present cost of a school meal is £2.20 per meal. Children can choose whether to have a school meal every day, just on Wednesdays or Fridays or Wednesdays and Fridays. The preferred method of payment is WisePay although we still accept cash or cheques. Cash should be placed in a sealed envelope marked with your child's name, cheques should be made payable to Hertfordshire Catering Ltd.

The school Cook needs one week's notice of any change to school meal arrangements. 'Change to meal arrangement' forms are available in the foyer.

## *My child wants to have packed lunches?*

Children should bring their lunch in a small lunch box. This must be labeled with their name and class. Non fizzy drinks are allowed in an unbreakable container. Drinking water is always available free of charge.

Again, the school Cook needs one week's notice of any change to school meal arrangements.

## *I want to speak to the Headteacher?*

The Headteacher is always pleased to talk to you. An appointment can be made through Mrs Pitkin or Mrs Millington.

# Code of Conduct

Brookland Junior School has a strong ethos of care and concern for all. We expect that all our children will behave with courtesy and consideration for others at all times. Incidents of unacceptable behaviour are rare but they do occur in all schools and parents can be assured that any such incidents will be dealt with swiftly and effectively. During lessons our children know they need to be attentive, cooperative and independent learners who work with persistence and concentration. Playtimes provide an opportunity for children to run about, make a noise and generally relax with their friends. However, the playground must always be a safe and friendly place for all who share it and our children know that any behaviour that is disruptive or places others at risk will be reprimanded and may lose some play privileges. Bullying, rough play and verbal abuse are never acceptable in our school.

We place a high priority on developing children's behaviour for learning and every class has its own Learning Charter to support this process.

## **Daily activities in the playground**

We have a selection of daily activities and resources to help pupils develop skills of cooperation and turn-taking. The activities are rotated on a weekly basis around the year groups, this include the use of our Multi Use Games Area. We also have a lunchtime Quiet Zone: this area is used for quiet games, talking, drawing and reading each day.

## **The Brookland Buddies**

The Brookland Buddies are Year 6 pupils who apply to do jobs during lunchtime in the playground and inside during wet play. They wear yellow baseball caps so that they can be easily identified.

## **Rewards**

All Midday Supervisory Assistants (MSA) have green cards and stickers that pupils may receive for a variety of reasons including being kind to other children or asking someone to join in a game.

## **Sanctions**

If pupils are not able to sort out their problems in a fair way, or continue to break the school rules despite reminders:

- \* the pupil remains with the member of staff for a few minutes of 'cooling off' time
- \* the pupil is given a yellow card and has 10 minutes time out, reporting to the MSA on duty
- \* they are given a red card and miss the rest of their playtime
- \* the matter is referred to a senior member of staff and dealt with accordingly. The incident is recorded in the class file. The Headteacher monitors the incident file and meets with parents regarding their child's behaviour.

# School Uniform

The uniform required for the Junior School is listed below:

## **BOYS**

Royal blue sweatshirt (with school logo)

Light blue polo shirt or T-shirt (with school logo)

Dark grey, dark blue or black trousers

**Sensible black shoes, suitable for school with no colourful brand logos.**

## **GIRLS**

Royal blue sweatshirt or cardigan (with school logo)

Light blue polo shirt or T-shirt (with school logo)

Dark grey, dark blue or black skirt, trousers or pinafore dress

Blue & white striped or checked dress for summer

**Sensible black shoes, suitable for school with no colourful brand logos.**

## **PE KIT**

Junior children will need a pair of blue shorts and a white t-shirt

A black or blue tracksuit may be worn in winter months

Plimsolls for indoor sport

Trainers for outside sport – **please note that children MUST have a change of footwear for PE lessons.**

**School bags and PE bags are also needed**

**An old shirt for artwork**

Because of health and safety regulations, we do not allow jewellery to be worn in school, except for watches and plain ear studs. These must be removed for PE lessons or covered with micropore tape. Microporetape is available from pharmacies and it is parents' responsibility to ensure that their child has this in school if needed.

All parents are asked to please make sure that uniform guidelines are followed and that children attend school wearing school uniform each day. The uniform is intended to be smart, practical and economical.

***Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.***

It is possible to purchase uniform, with the school logo through Marks and Spencers. Log on to: [mandsyouruniform.com](http://mandsyouruniform.com) and select Brookland Junior School from the list. 10% of all embroidered uniform sales will be donated to our school. Uniform can also be purchased from the Infant School Office.

## *Health and Wellbeing*

It is important that parents and carers keep the school informed about any accidents and health issues which a child may have, so that school staff can be especially vigilant: for example, if a child is prone to nose bleeds.

We aim to promote a healthy lifestyle. It is a good idea to provide your child with a water bottle to keep near them in school so drinking water is readily available. Having access to sufficient water whilst working has been shown to improve concentration and aid performance. We encourage the children to have healthy snacks at playtime. If you would like to give your child a snack to eat at playtime, please send them in with something healthy from the list below:

Healthy Snacks	
We can eat lots of these types of food	
<b>Fresh Fruit</b>	Apples, bananas, pears, satsumas etc
<b>Dried Fruit</b>	Dried Apricots, bananas, raisins, sultanas etc
<b>Raw Vegetables</b>	Carrots, cauliflower, broccoli, sugar snap peas etc
<b>Salad</b>	Cucumber, peppers, celery sticks, cherry tomatoes etc
<b>Cereal Bars</b>	Tracker bars, Alpen bars, Special K, Fruesli etc
<b>Bread/Crackers</b>	Bread sticks, savoury crackers, small savoury sandwich etc

Any vegetables, salad or fruit should be ready to eat (peeled cut and wrapped if necessary).

**Please do not send your child to school with crisps, sweet biscuits, cake, chocolate or sweets. These are not acceptable as a healthy snack and are likely to be confiscated and returned to your child at the end of the day.**

**Please be aware that Brookland Junior School is a nut free school. We have a number of children in school with nut allergies and therefore do not allow nuts or nut products to be eaten in school.**

# *School Staff and Class Organisation*

Year group	Teacher	Support
6 Hawthorn 	Mrs J Lloyd  Assistant Headteacher Achievement Leader Geography & History Leader	Mrs J Bates TA & Lunchtime Quiet Zone Organiser
6 Sycamore 	Mrs K Harris  Science Leader	Mrs M Wright TA & School Travel Planning Champion
5 Aspen 	Mrs L Tuck  Maths Leader	Mrs C Dunn LSA, Mrs K Smith TA & Midday Supervisor & Mrs P Coombs HLTA, Breakfast Club Assistant & PSHE Leader
5 Cedar 	Miss F Parr  Music & Community Cohesion Leader	Mrs F Hill TA & Clerk to the Governors, Mrs L Clarke TA & Midday Supervisor
4 Birch 	Miss V Scott  MFL Leader	Mrs S Ward-Crowhurst TA & Midday Supervisor, Mrs J Perry TA
4 Willow 	Mr R Jones  Deputy Headteacher Leader of Learning Literacy Leader	Mr M Cawley TA & Midday Supervisor, Ms T Owen LSA & Breakfast Club Assistant
4 Redwood 	Mr D Scott	Mrs A Stock TA & Breakfast Club Manager, Miss M Keanelly Pastoral Assistant
3 Chestnut 	Mrs S Burbidge  CPD Coaching Manager	Mrs D Hall TA, Mrs T Ingrao TA
3 Elm 	Miss L Cousins  Computing Manager	Mrs V Curry TA
3 Pine 	Mr M Kaal  Sports Leader	Ms S Bishop TA & Senior Lunchtime Organiser

**Mrs S Strank - Headteacher**

**Mr R Jones - Deputy Headteacher**

**Mrs J Lloyd - Assistant Headteacher**

## SEN/D TEAM

Mrs A Pettit - SENCo

Mrs J Moss - SENCo Assistant

## SUPPORT TEACHERS

Mrs K Gorton - RE Leader

Mrs L Fordyce - Literacy Leader

## ADMIN TEAM

Mrs P Cawley - Office Manager

Mrs S Millington - Admin Assistant

Mrs L Pitkin - Admin Assistant

## PREMISES TEAM

Mr P Briggs - Site Manager & Health & Safety Manager

Mrs L McSweeney, Miss J Fitzgerald & Mr M Cawley Cleaners

## LUNCHTIME TEAM

Mrs D Page - Cook

Ms S Bishop - Senior Lunchtime Organiser

Mrs T Smith, Mrs S Ward-Crowhurst, Mrs K Smith & Mrs J Bates, Mr M Cawley, Mrs T Smith.

**BREAKFAST CLUB** is managed by Mrs A Stock, the assistants are Mrs T Owen and Mrs P Coombs

# *Finally*

Thank you for supporting and encouraging your child throughout their years at school. Research has shown that children who achieve high standards have experienced a positive Home/School partnership.

We hope you have found this booklet helpful. By following the routines in this handbook you will be working with us for the good of all children in our care.

**Headteacher, Staff and Governors of  
Brookland Junior School**

**THANK YOU!**

The information contained in this Parents Handbook is correct at the time of writing (July 2015) but is subject to amendment